

# Historic District Review Board

## Regular Session Agenda

February 16, 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. Officer elections
  - B. 201 Monroe Avenue – Modification to Certificate of Appropriateness
  - C. 207 Mason Avenue – Renovation
  - D. 9 Park Row – New home construction
  - E. 2015 Certificate of Appropriateness project status report
5. Old Business
  - A. Guidelines Review – Removing Buildings (PP. 62-64)
6. Announcements
7. Adjourn



**DRAFT**  
**HISTORIC DISTRICT REVIEW BOARD**  
**Regular Meeting**  
**Cape Charles Civic Center**  
**January 19, 2016**  
**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, Sandra Salopek and Terry Strub. Also in attendance were Town Planner Larry DiRe and Assistant Town Clerk Amanda Hurley. Paul Beckwith, owner of 534 Jefferson Avenue was also in attendance. There were no members 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 December 15, 2015 Regular Meeting.

**Motion made by John Caton, seconded by David Gay, to accept the minutes of the December 15, 2015 Regular Meeting as presented. The motion was unanimously approved.**

**NEW BUSINESS:**

*A. 534 Jefferson Avenue – Modification*

Owner of 534 Jefferson Avenue Paul Beckwith stated that he had come before the board in September, but there were some modifications from the original application. The west side two-story bump out addition needed to increase from 8'x21' to 10'x22' to accommodate the stairs. The addition would align with the rear of the house. The window locations were not finalized. A solid foundation was proposed and the deck would be replaced with PVC decking.

**Motion made by David Gay, seconded by John Caton, to approve the modifications to the Certificate of Appropriateness for 534 Jefferson Avenue as proposed with administrative approval for the windows. The motion was unanimously approved.**

*B. 2015 Annual Report*

Larry DiRe stated that the 2015 Annual Report which was submitted to Virginia Department of Historic Resources was also provided to the HDRB. A separate report which was provided to the Planning Commission was also forwarded to the HDRB for informational purposes.

Larry DiRe stated that it had been a good year for development, both residential and commercial. Construction project costs in 2015 totaled \$1,135,640. The report also included HDRB staff updates, a summary of permits and projects reviewed by Planning and Historic District Guidelines update. Larry DiRe pointed out that the board would be continuing their review of satellite dish ordinances in the spring.

Joe Fehrer commented on question number four which asked if the locality had implemented an archeology ordinance during the 2015 fiscal year. There was currently no archeology ordinance. There was some discussion regarding excavations in the historic district.

**OLD BUSINESS:**

*A. Guidelines review – signs; awnings (pages 58-61)*

Larry DiRe stated that the Planning Commission would be reviewing the sign ordinance again due to upcoming law changes from a recent Supreme Court ruling.

The Historic District Guidelines made reference to signs. Most of the sign guidelines fell under the purview of the Planning Commission, but David Gay stated that the HDRB should have the ability to regulate the style of a sign.

After much discussion regarding signs, the Board was in agreement that the sign guidelines should make reference to specific sections of the sign ordinance but the Board would review sign guidelines after the Planning Commission review of the sign ordinance.

The Board was in agreement that the awnings section was acceptable with no changes needed.

**ANNOUNCEMENTS:**

Joe Fehrer inquired about the requested project status update provided by Larry DiRe for projects that had been approved by the HDRB in 2015. Larry DiRe stated that it would be included for the February meeting.

Larry DiRe reported that there was one pending application for another modification.

The demolition section of the guidelines would be the final portion of the guidelines review in February.

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

---

Chairman Joe Fehrer

---

Asst. Town Clerk

# Historic District Review Board Staff Report

From: Larry DiRe   
Date: February 16, 2016  
Item: 4B – 201 Monroe Avenue – Application for modification to Certificate of Appropriateness to install skylights in lieu of a large dormer  
Attachments: Current application, owner's project photos, May 2015 application and copy of current Certificate of Appropriateness

---

## Application Specifics

An application has been received for modification to a Certificate of Appropriateness to install skylights in lieu of a previously approved new larger dormer at 201 Monroe Avenue. The building is a single family home, and it is a contributing structure.

## Discussion

*Article VIII Section 8.16.D* of the Town Zoning Ordinance specifically cites “addition or deletion of...skylights...in locations not visible from a public street or waterway” as “Certain Minor Actions Exempted from Review by the Historic District Review Board.” The applicant is before the Board because the previously proposed dormer faces west, which would be visible from a public street. Also, *Article VIII Section 8.19* of the Town Zoning Ordinance states “The Historic District Review Board, or the Administrator in a case within his authority, may permit modifications of original proposals if such modifications are formally acknowledged, clearly described, and recorded in the records of the case.”

## Recommendation

Review the attached materials and discuss any questions or concerns regarding the application. Decide whether the Board finds that modification to the 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](mailto:planner@capecharles.org)

Date: 01/26/2016

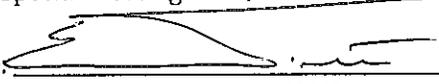
Permit No.: \_\_\_\_\_

\* Please attach checklist items

Fee: \$100.00

Modification Fee: \$50.00

Special Meeting Fee: \$125.00

Applicant: ERIC FEUILLATTE Signature:   
Address: 201 MONROE AVE City: CAPE CHARLES State: VA Zip: 23310  
Telephone: \_\_\_\_\_ Cell: 6465098346  
Email: FEUILLATTE@ETRADEXCORP.COM

Owner(s): SAME AS ABOVE  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

Contractor: JESSE PHILPOT  
Address: PO BOX 21 City: EASTVILLE State: VA Zip: 23347  
Telephone: \_\_\_\_\_ Cell: 757 678 2887  
Email JESSE\_WM@YAHOO.COM  
Town License No.: 15-0118 State License No.: 2705 140 591 05/03/17

Location of Improvement: ATTIC  
Lot No.: 321 Block No.: \_\_\_\_\_ Lot Size: 40X130 Lot Area: 5200  
Type of Improvement: TO INSTALL SKYLIGHTS IN LIEU OF A LARGE DORMER ON THE WEST SIDE OF THE ROOF

Proposed Use: VENTILATION  
Estimated Construction Costs: \$5000

Dimension of Structure or Improvement:  
Width: 21.5 in Length: 54.4 in Height: 21 in  
Total Square Footage: 5.33 X3

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

Town Water Permit: \_\_\_\_\_ Town Sewer Permit: \_\_\_\_\_

## Application for Historic District Review

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

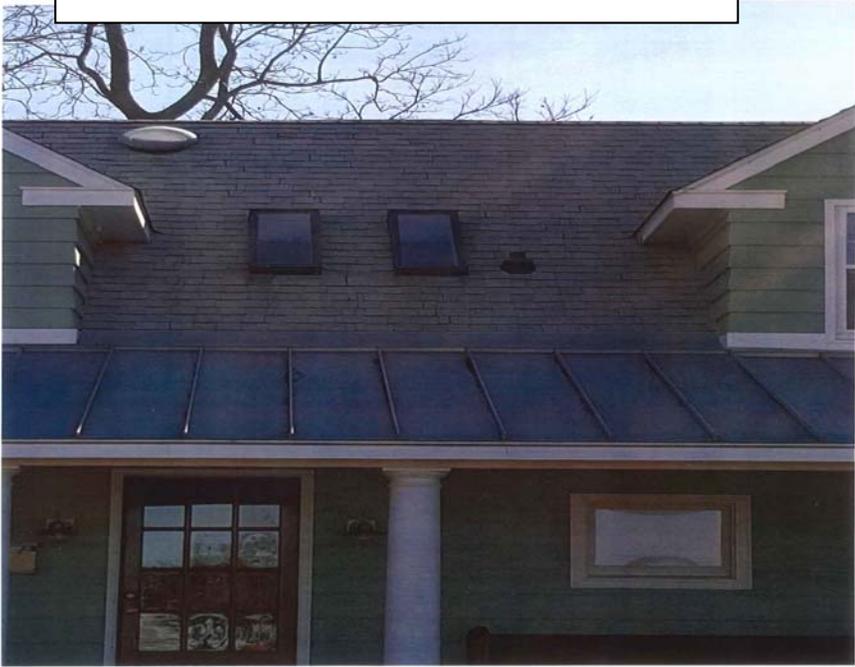
I understand that delinquent real estate taxes must be paid before any permits will be issued per Cape Charles Town Code Sec. 66-4.

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: \_\_\_\_\_



Photos of sky lights within the historic district



Roof layout for sky lights



ATTACHMENT

## Historic District Review Board Staff Report

**From:**

Larry DiRe 

**Date:**

May 14, 2015

**Item:**

4B--201 Monroe Avenue

**Attachments:** Application, photos

---

### Application Specifics

An application has been received for a Certificate of Appropriateness from the owner for 201 Monroe Avenue. The proposed work on the home includes removing the existing front-facing dormer, replacing the existing dormer with a larger dormer, and adding a large dormer to the west side of the house. The applicant has provided photos showing neighboring houses with the size dormer proposed for this property.

### Discussion

- The guidelines address dormers and dormer windows briefly. A dormer is defined as "a small window with its own roof projecting from a sloping roof" (Glossary, page 67). The Windows and Doors section discusses dormer windows stating "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." The applicant intends to enlarge and finish the attic and use the area as a home office.

### Recommendation

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

MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA

Application for Historic District Review

Date: 4/14/15  
\* (Attach plans)

Permit No.: \_\_\_\_\_  
Fee: \$50.00

Applicant: QS LLC Signature: [Signature]  
Address: P.O. Box 1090 Cheriton, VA 23316 Cape Charles, VA 23316  
Telephone: (757) 708-6404 Cell: Same

Owner(s): Eric Feuillate  
Address: 201 Monroe Ave. City: Cape Charles State: VA Zip: 23310

Contractor: QS LLC  
Address: P.O. Box 1090 City: Cheriton State: VA Zip: 23316  
Telephone: (757) 708-6404 Cell: Same  
Town License No.: 14-0123 State License No.: 2705142263A

Location of Improvement: Attic / 201 Monroe  
Lot No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Lot Size: 40x140 Lot Area: \_\_\_\_\_  
Type of Improvement: Enlarge Dormer, Add Dormer, Finish Attic  
Proposed Use: office  
Estimated Construction Costs: \$45,000.00

Dimension of Structure or Improvement:  
Width: 30 Length: 30 Height: 11A  
Total Square Footage: 900

Structure of Improvement will be set back:  
NA from front property line  
NA from side property line  
NA from side property line on corner lot  
NA from rear property line  
NA 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: [Signature]

**Proposed Changes to 201 Monroe:**

The owner would like to remove the existing SMALL dormer and add a new LARGER dormer to the front as well as the West side.

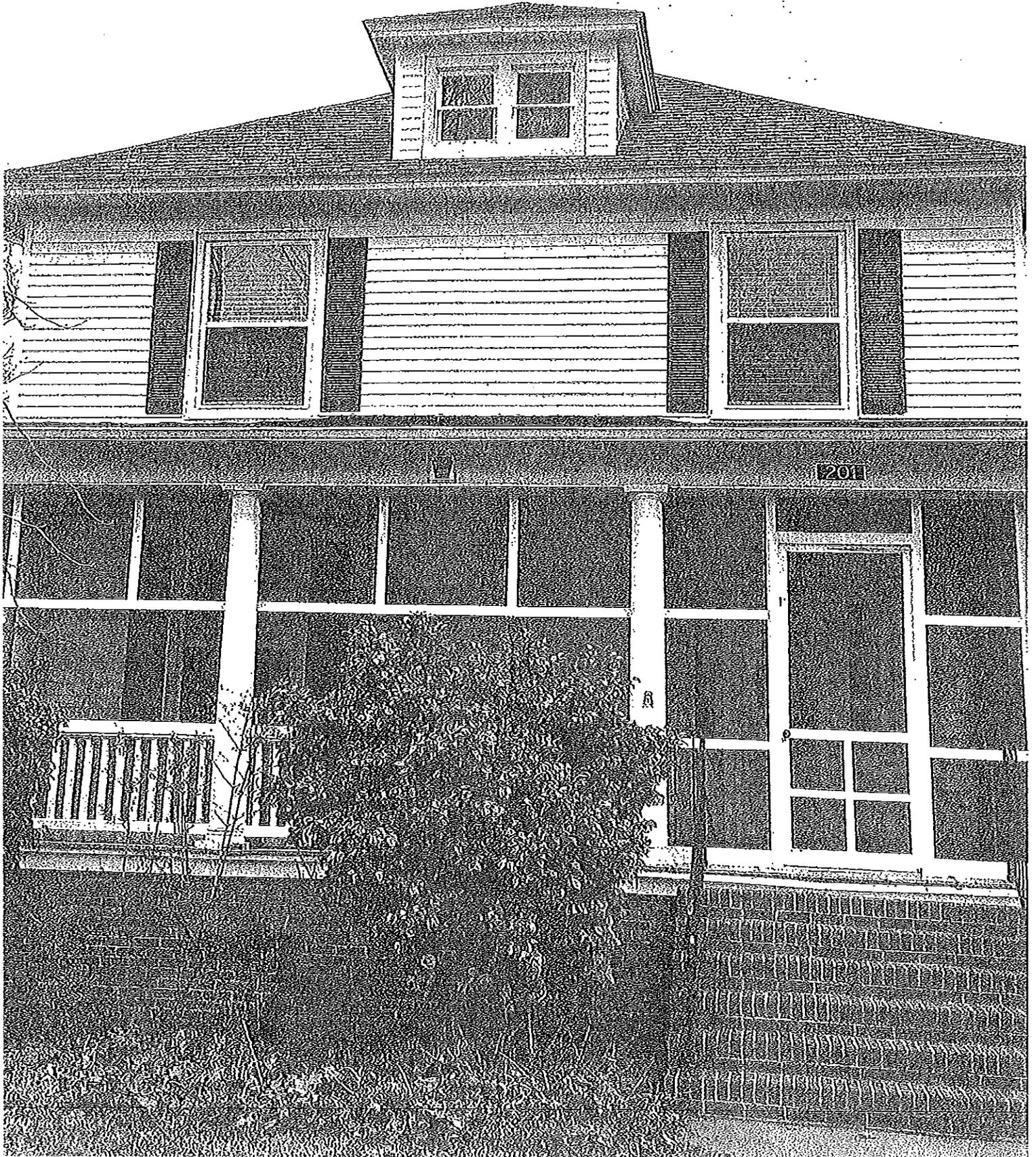
Other houses in the same row (203-205 Monroe) have larger dormers as can be seen in the photos.

The proposed elevation shows how the house may look after a larger dormer is placed on the roof.

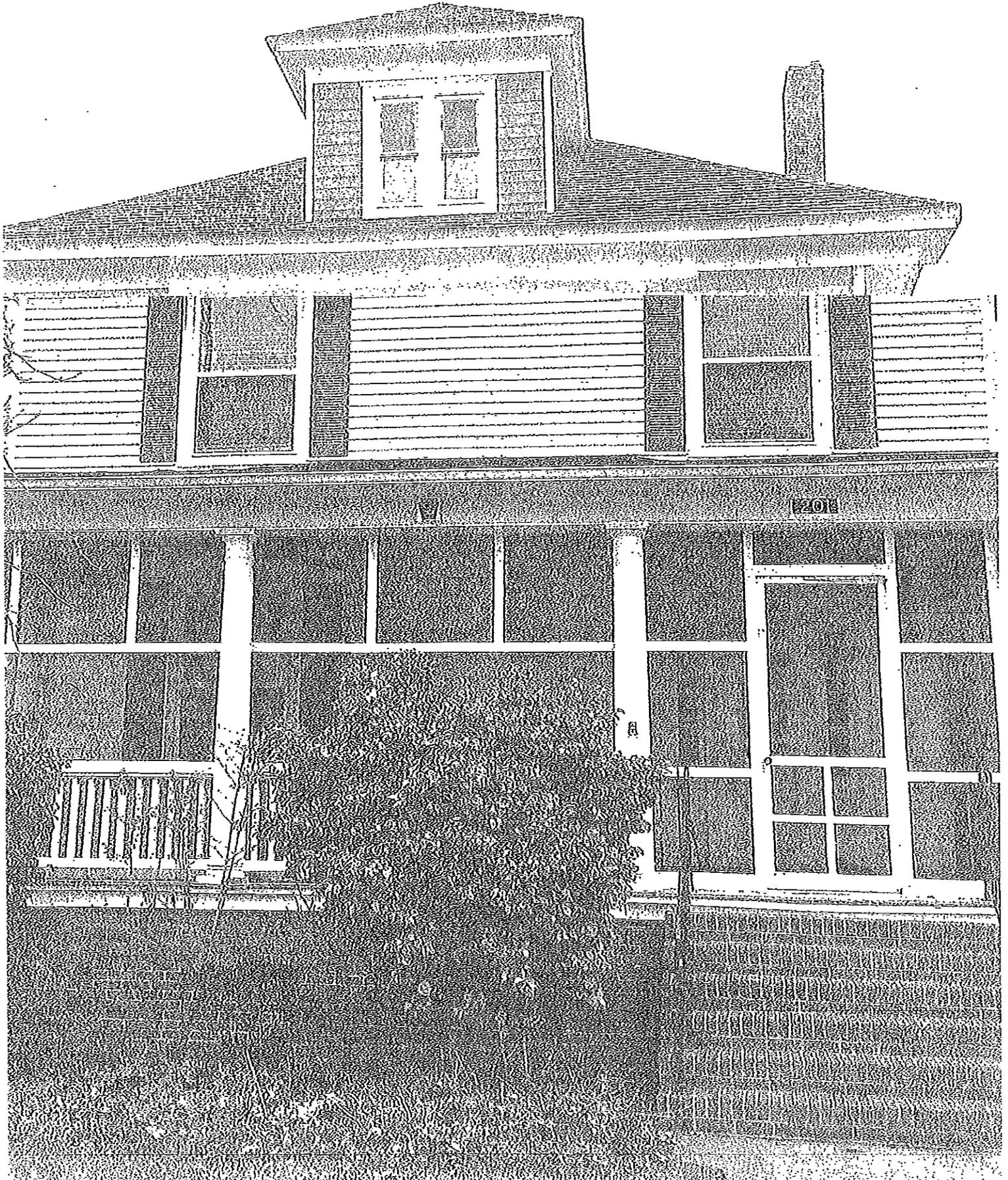
The dormer as it exists currently is far too small to make the attic space useful.

This change in design is in keeping with the style and aesthetics of surrounding homes.

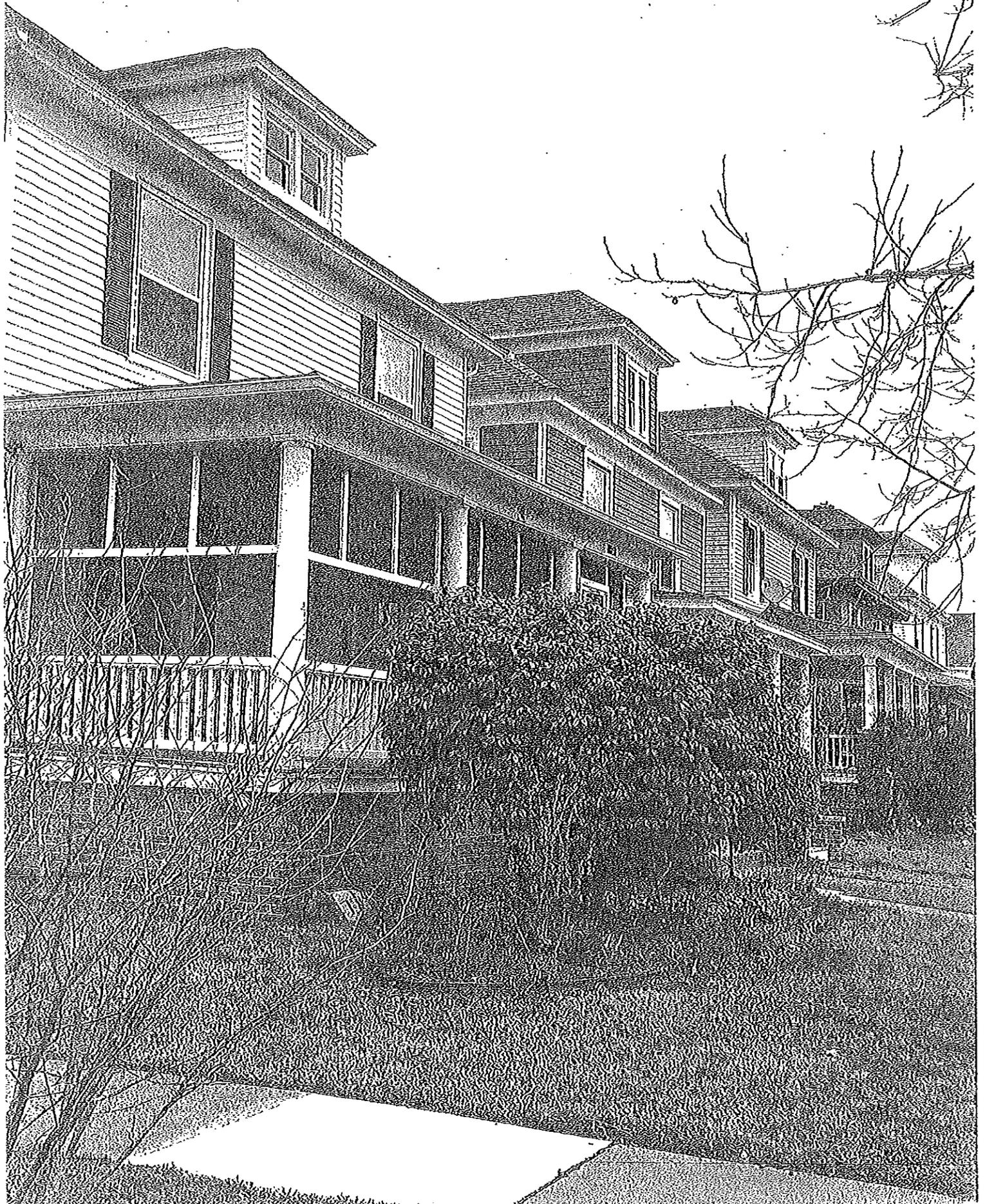
# Existing 201 Monroe



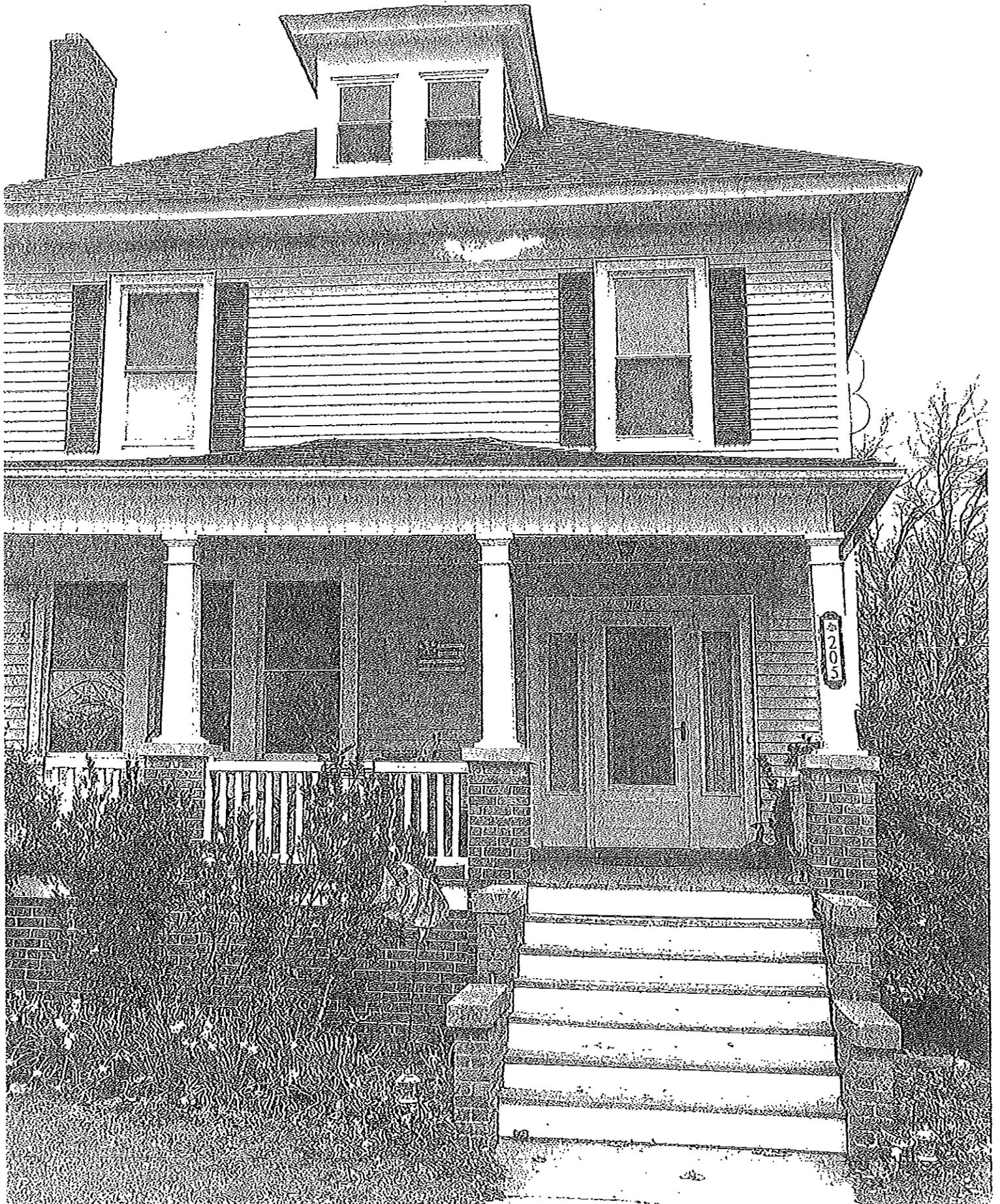
# Proposed 201 front elevation



View from 201 toward 205



205 Monroe



203 Monroe

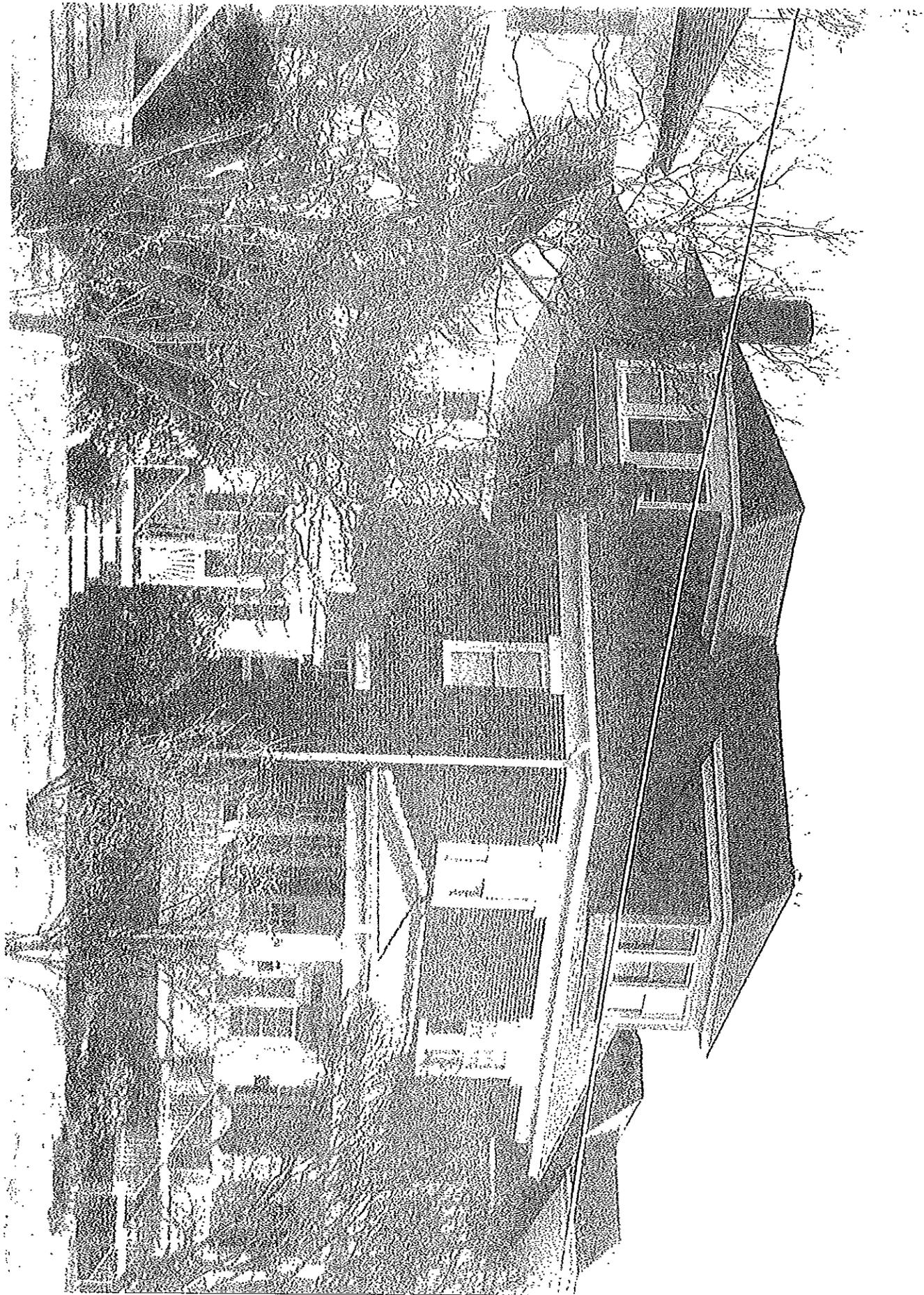


Materials for 201 Monroe Ave.

Vinyl siding similar to existing

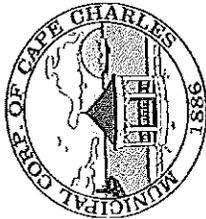
Vinyl window similar to existing

Asphalt shingle similar to existing



ATTACHMENT

MUNICIPAL CORPORATION OF  
CAPE CHARLES  
HISTORIC DISTRICT REVIEW BOARD



Date Issued: 5/20/15

Issued to: Mr. Eric Feuillate  
201 Monroe Ave  
Cape Charles, VA 23310

For Property: 201 Monroe Ave  
Cape Charles, VA 23310

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

Enlargement of dormer on front and addition of dormer on west side, both with one over one windows to match existing. 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

*James P. Dille*

Town Planner

5/20/15

Date

*Annabeth H. Huley*

Assistant Town Clerk

5/20/15

Date

# Historic District Review Board Staff Report

From: Larry DiRe   
Date: February 16, 2016  
Item: 4C – Application for Certificate of Appropriateness for 207 Mason Avenue - façade redesign to install residential access door, second and third floor residential units  
Attachments: Application, architectural drawings, copy of January 2014 application, copy of Certificate of Appropriateness issued January 2014

---

## Application Specifics

Previously the property owner has applied for Conditional Use Permit, Certificate of Appropriateness, and various building permits. All prior approvals have permits have expired. As a result of those expirations the owner has not been able to perform any of the work associated with improving this property. The property owner is currently in the process of applying for new permits and approvals. A Conditional Use Permit was recently approved by Town Council for second and third floor residential units. Now the owner is seeking a Certificate of Appropriateness for façade redesign. This building is a contributing structure in the Commercial – 1 District.

The ground floor façade requires a separate residential entrance to be in conformance with *Article III, Section 3.6.C* of the Town Zoning Ordinance. The third floor residential unit shows a glass railing, approximately ten feet back from the front of the ground floor commercial unit. A variety of railing materials are found in the Commercial -1 District, including wood, metal, and glass.

Article III, Section 3.6.C reads as follows:

*Conditional Uses: Single family and multi-family dwellings provided that no such dwelling is located at street level and all dwelling units have direct access to the street level (not access through commercial establishment on the first level).*

Standard 3 of the Secretary of the Interior's Standards reads as follows:

*Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*

Standard 9 of the Secretary of the Interior's Standards reads as follows:

*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.*

## Discussion

Please review the current application within the context of the above cited Ordinance and Standards. Approvals and permits previously have been granted for this property to make the proposed façade changes and add more floors.

## 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](mailto:planner@capecharles.org)

Date: \_\_\_\_\_

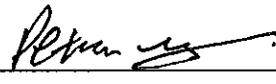
Permit No.: \_\_\_\_\_

\* Please attach checklist items

Fee: \$100.00

Modification Fee: \$50.00

Special Meeting Fee: \$125.00

Applicant: Peter Wang Signature:   
Address: 207 Mason Ave City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

Owner(s): W & L LLC  
Address: 1025 Elizabeth Ave City: Norfolk State: VA Zip: 23503  
Telephone: 757 531 5060 Cell: \_\_\_\_\_  
Email: peter.wang.503@yahoo.com

Contractor: B and R PLUMBING and general construction  
Address: 1805 Hawthorne Dr City: Chesapeake State: Va Zip: 23325  
Telephone: 757 574 7721 Cell: \_\_\_\_\_  
Email: \_\_\_\_\_  
Town License No.: \_\_\_\_\_ State License No.: 2705 085085

Location of Improvement: \_\_\_\_\_  
Lot No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Lot Area: \_\_\_\_\_  
Type of Improvement: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
Estimated Construction Costs: \_\_\_\_\_

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

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

Town Water Permit: \_\_\_\_\_ Town Sewer Permit: \_\_\_\_\_

## Application for Historic District Review

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

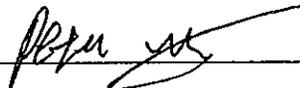
- Completed signed application
- Application fee payable to "Town of Cape Charles"
- Site plan for any project proposing to alter the principal or accessory building footprint
- Scale drawings drawn to an appropriate scale of the site depicting the affected property and all buildings/structures
- Photos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

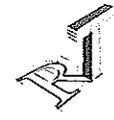
### CERTIFICATION OF APPLICANT

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:  \_\_\_\_\_



ROBYN THOMAS  
ARCHITECTURE

513 W. 21st Street, Suite C  
Norfolk, VA 23517

☎ 757.622.2120  
FAX 757.643.7011



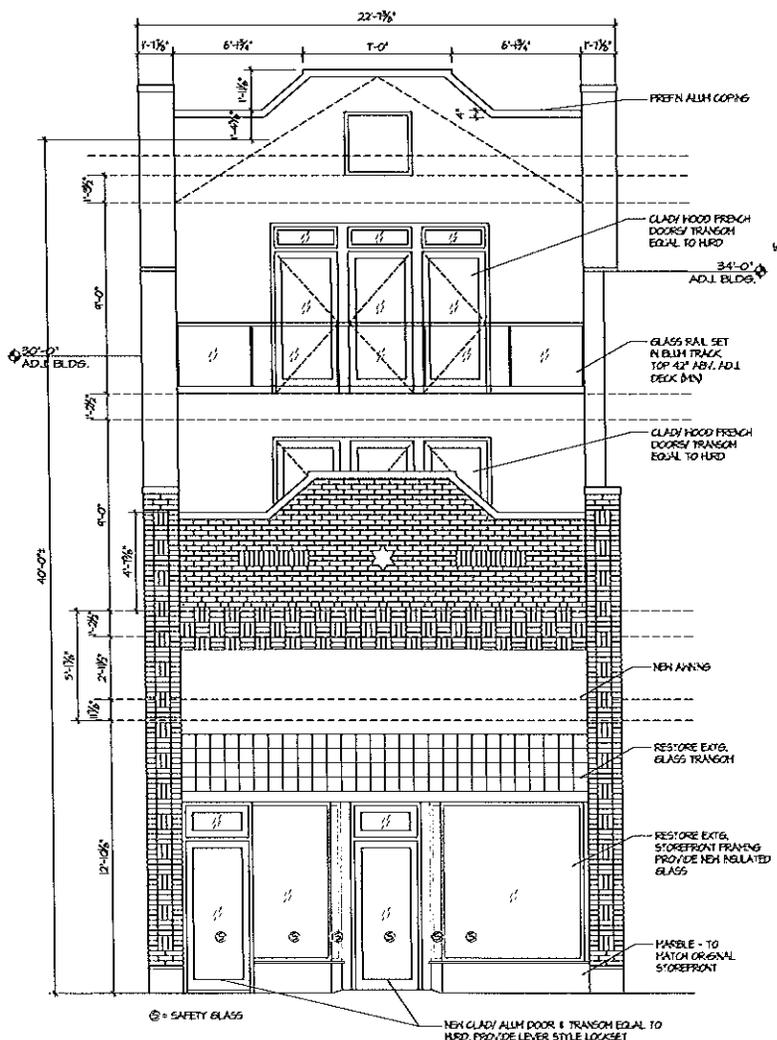
ADDITION AND ALTERATIONS TO  
207 MASON AVE.  
CAPE CHARLES, VIRGINIA

REVISIONS

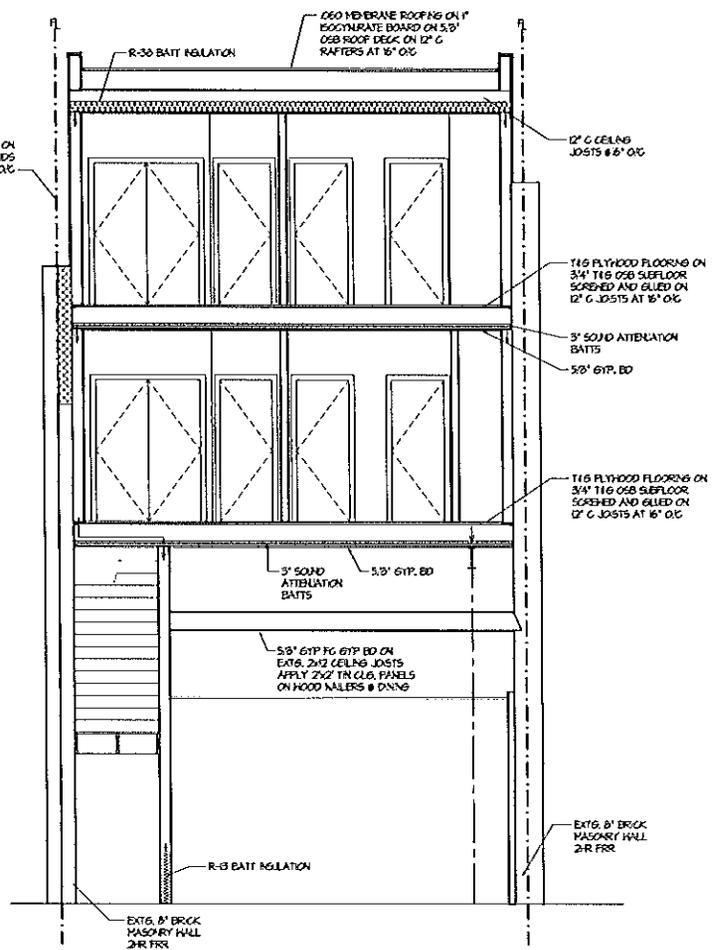
| Δ | DATE | COMMENTS |
|---|------|----------|
|   |      |          |
|   |      |          |

|           |           |
|-----------|-----------|
| OF        |           |
| DATE      | 2/17/2013 |
| CONV. NO. | 12-066    |
| DRAWN     | MJS       |
| CHECKED   | RJT       |

ATTACHMENT - NOT PREVIOUSLY SUBMITTED



1 FRONT ELEVATION  
3.8' x 12.0'



2 SECTION  
3.8' x 12.0'

ATTACHMENT

## Historic District Review Board Staff Report

**From:** Rob Testerman

**Date:** January 13, 2014

**Item:** 4A – 207 Mason Avenue

**Attachments:** Application, Drawings, and Photos

---

### Application Specifics

An application has been received from Mr. Wang for an alteration to the existing approved plan. Previously, second and third floor additions were approved by the Planning Commission and the Historic District Review Board. The existing approved plans have a single door retail entryway.

The applicant wishes to replace the single door with a double door entryway. This would widen the existing entryway, and reduce the size of the storefront window on the east side of the building. The plans show single pane glass doors to be used.

### Discussion

- All other aspects are to remain as shown on the elevation dated 10/19/10.
- The guidelines do not mention either the use, or the discouraging of use of double doors on store fronts. There are currently four other storefronts in the commercial district (Mason Ave., Strawberry St. and Peach St.) with double doors. These are Hotel Cape Charles, a vacant building next door to the Wilson Building, Stage Door Gallery and the Betis Building (Coldwell Banker)

### Recommendation

Discuss the application and determine if the proposal is in keeping with the character of the surrounding historic commercial area, in order to issue a Certificate of Appropriateness, if suitable.

ATTACHMENT - PREVIOUSLY APPROVED

MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA

Application for Historic District Review

Date: 01/07/2014  
\* (Attach plans)

Permit No.:  
Fee: \$50.00

Applicant: MENG QIN WANG  
Address: 207 MASON AVE  
Telephone: 757-531-5060

Signature:  
Cape Charles, VA 23310  
Cell:

Owner(s):  
Address: City: State: Zip:

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

Location of Improvement: 207 MASON AVE  
Lot No.: Block No.: Lot Size: Lot Area:  
Type of Improvement: CHANGE FROM SINGLE TO DOUBLE DOORS 1<sup>ST</sup> FLOOR LEVEL  
Proposed Use:  
Estimated Construction Costs:

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

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

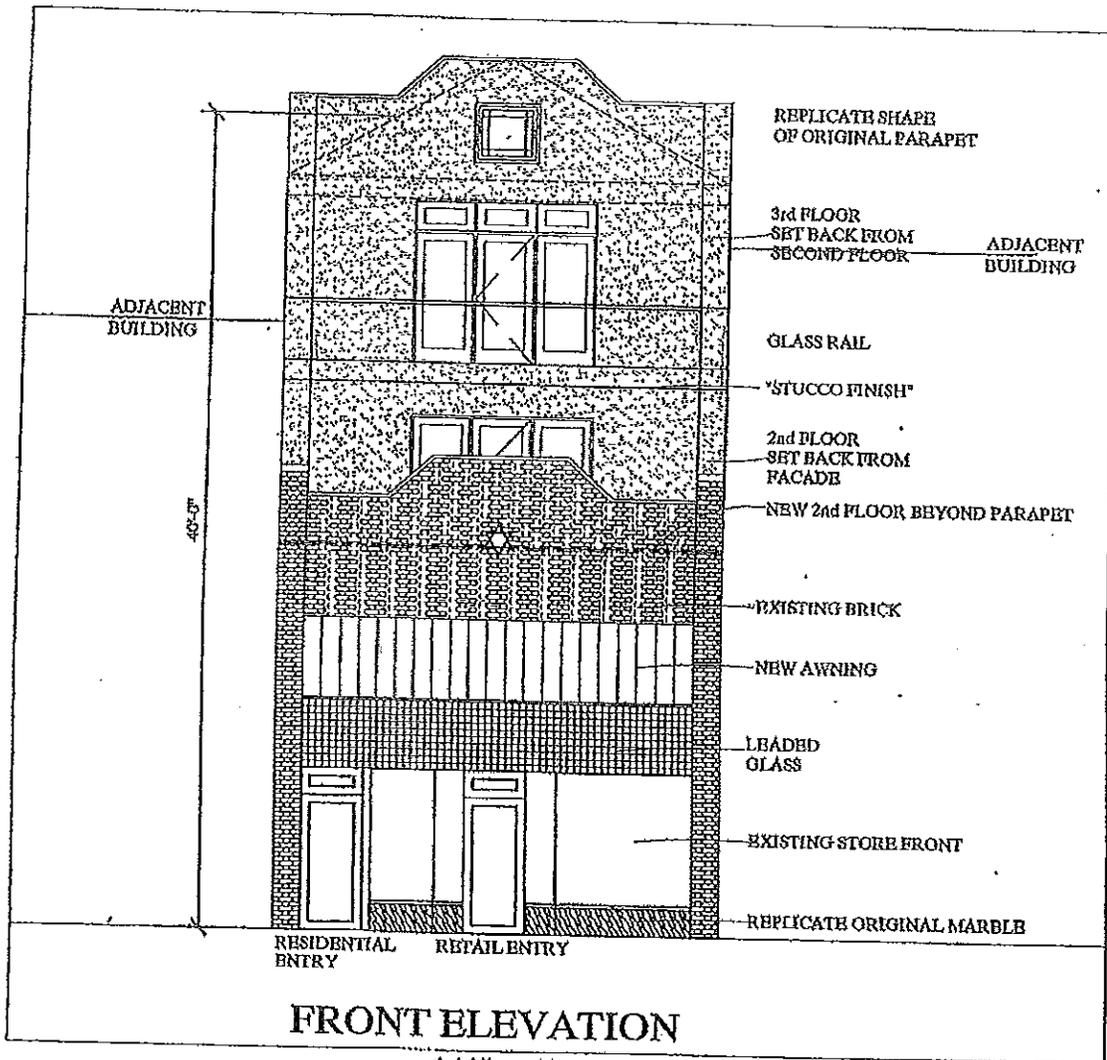
Town Water Permit: Town Sewer Permit:

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: MENG QIN WANG

CODE & ZONING NOTES  
 CAPS CHARLES ZONING DISTRICT 'C1'  
 EXISTING USE - M-1 COMMERCIAL 1 STORY  
 PROPOSED USE MIXED - 1ST FLOOR - M COMMERCIAL  
 2ND AND 3RD FLOORS - R3-1 & 2 FAMILY RESIDENTIAL

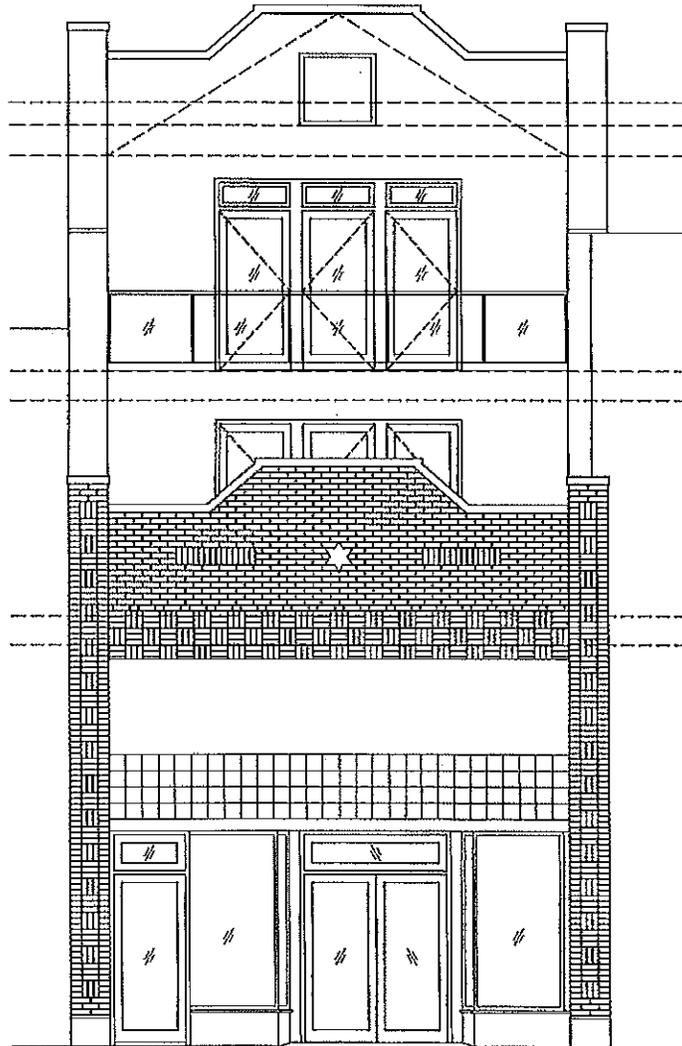


avenue

AND SECTION

|       |           |  |      |
|-------|-----------|--|------|
| LP    | 10/19/10  |  | SK-1 |
| 20105 | 1/8" = 1' |  |      |

ATTACHMENT - PREVIOUSLY SUBMITTED



ELEVATION

1/8" = 1'-0"



ATTACHMENT - PREVIOUSLY SUBMITTED

TWO OF FOUR EXISTING DOUBLE DOOR ENTRANCES IN COMMERCIAL DISTRICT



MUNICIPAL CORPORATION OF  
CAPE CHARLES  
HISTORIC DISTRICT REVIEW BOARD

Date Issued: 1/22/2014

Issued to: Mr. Wang  
207 Mason Ave  
Cape Charles, VA 23310

For Property: 207 Mason Ave  
Cape Charles, VA 23310

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

Replacement of single doors to double doors on storefront entryway.

*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

2/19/14

Date

Assistant Town Clerk

2/19/14

Date

APPROPRIATENESS

# Historic District Review Board Staff Report

From: Larry DiRe   
Date: February 16, 2016  
Item: 4D – Application for Certificate of Appropriateness 9 Park Row – construction of new single-family home

Attachments: Application, elevations, survey plat.

---

## Application Specifics

An application has been received for a Certificate of Appropriateness from the property owner for new construction of a single-family home at 9 Park Row. The proposed building is a single family home, built on a conforming size lot. The building footprint meets the setback\prevailing standard requirements of the zoning ordinance. This is a two-story, 2060 square-foot, modular home and will have Hardiplank siding. A screened in back porch is proposed, and the roof pitch is 9:12 throughout the building.

## Discussion

The applicant has presented a comprehensive set of elevation drawings, and a current survey plat. The building height limit, roof pitch, and front porch width conform to the zoning ordinance requirements. The applicant proposes to screen-in the back porch. The siding, while synthetic, is found throughout the Historic District. The six-over-six window type is found throughout the District and is specifically cited in the Guidelines' Windows and Doors section (page 38, *Double-hung window and sash*).

Two items should be noted. The first is the sidelight arrangement around the first floor, front entrance. That particular style is not common throughout the District. Staff found a virtually identical entrance at 206 Washington Avenue. The second item is not within the purview of an application for Certificate of Appropriateness, but does relate to the supporting document survey plat and should be noted in the staff report. The plat shows an accessory dwelling ("proposed garage") of 720-square feet, according to *Article IV Section 4.2 E.7* an accessory dwelling on a lot less than eighty-feet frontage is limited to 550-square feet. The contractor has been informed of that non-conformance.

## 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: 1/25/2016

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

\* Please attach checklist items

Fee: \$100.00

Modification Fee: \$50.00

Special Meeting Fee: \$125.00

Applicant: John McLaughlin Signature: John McLaughlin Digitally signed by John McLaughlin  
Date: 2016.02.04 04:00:17 -0500  
Address: 800 Carlsbad Court City: Virginia Beach State: VA Zip: 23456  
Telephone: 757-535-0481 Cell: 757-535-0481  
Email: johnmclaughlin@yahoo.com

Owner(s): John McLaughlin  
Address: 800 Carlsbad Court City: Virginia Beach State: VA Zip: 23456  
Telephone: 757-535-0481 Cell: 757-535-0481  
Email: johnmclaughlin@yahoo.com

Contractor: Village Builders on the Bay, Inc.  
Address: 3140 Plantation Creek Lane City: Cape Charles State: VA Zip: 23310  
Telephone: 757-678-5155 Cell: 757-678-6455  
Email william.doughty@verizon.net  
Town License No.: \_\_\_\_\_ State License No.: 2750116099A

Location of Improvement: 9 Park Row  
Lot No.: 289 Block No.: \_\_\_\_\_ Lot Size: 40 x 140 Lot Area: 5600 sq ft.  
Type of Improvement: 2 story house with detached garage.

Proposed Use: Residential  
Estimated Construction Costs: 200K

Dimension of Structure or Improvement:  
Width: 28 feet 9 inch Length: 56 feet Height: 32 feet  
Total Square Footage: 2060 sq feet

Structure of Improvement will be set back:  
10 feet from front property line  
5 feet from side property line  
\_\_\_\_\_ from side property line on corner lot  
76 feet (house) garage 6 feet 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](mailto: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

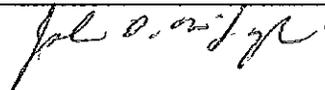
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer, and water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

Digitally signed by John McLaughlin  
Date: 2016.02.04 04:00:42 -05'00'

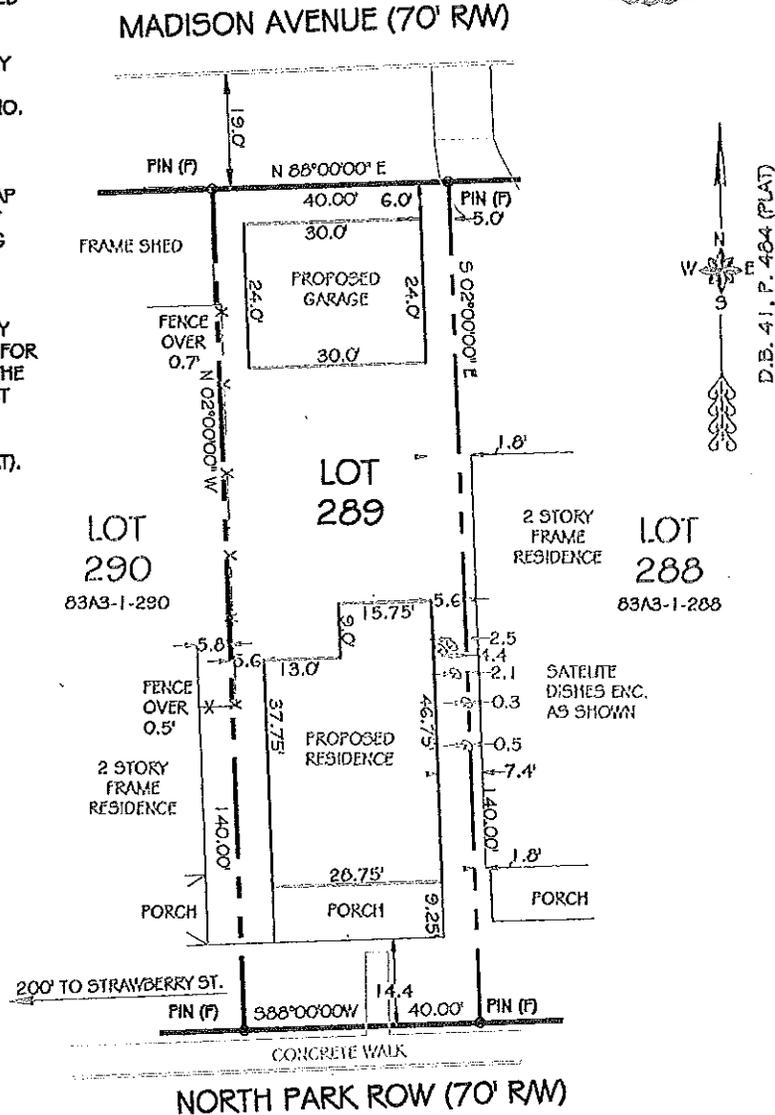


**GENERAL NOTES:**

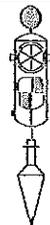
1. OWNER: JOHN D. MCLAUGHLIN
2. TAX PARCEL: 83A3-1-289
3. SOURCE OF TITLE: INST. # 150000940
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN JANUARY 2016 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW 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. 51131C0295F, DATED 03/02/15, 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: D.B. 41, P. 484 (PLAT).
8. AREA= 5,600 SQ. FT.
9. TOWN OF CAPE CHARLES ZONING: R1 BUILDING SETBACKS  
 FRONT: 30'  
 REAR: 25'  
 SIDE: 5'  
 ACCESSORY: 5'
10. LOT TO BE SERVED BY TOWN WATER & SEWER.

**SURVEYOR CERTIFICATION**

I, MARSHALL B. PARKS, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST 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. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY.



**SITE PLAN  
 LOT 289**  
 MAP OF THE  
 TOWN OF  
**CAPE CHARLES**  
 CAPEVILLE DISTRICT  
 NORTHAMPTON COUNTY, VIRGINIA  
 JANUARY 20, 2016



**ACCOMACK-NORTHAMPTON  
 SURVEYING & MAPPING PLLC**

16034 Metomplin Road Bloxom, Va 23308  
 Mail Address: P.O. Box 4 Modest Town, Va 23412  
 Phone: (767) 709-4182

|                           |                              |
|---------------------------|------------------------------|
| <b>DRAWN BY:</b> CROCKETT | <b>SCALE:</b> 1" = 20'       |
| <b>CHKD BY:</b> PARKS     | <b>BACK TRV BY:</b> CROCKETT |
| <b>FIELD BOOK:</b>        | <b>JOB NUMBER:</b> 0419      |



**FRONT ELEVATION**

7" HARDBLANK SIDING ON-SITE BY OTHERS (SHOWN FOR REPRESENTATION PURPOSES ONLY)

8'-0" CEILING HEIGHT  
8'-0" CEILING HEIGHT

246 SAND HILL ROAD  
SELENS GROVE PA 17870  
PHONE: (717) 374-8280  
FAX: (717) 374-1122  
WWW.ICONLEGACY.COM

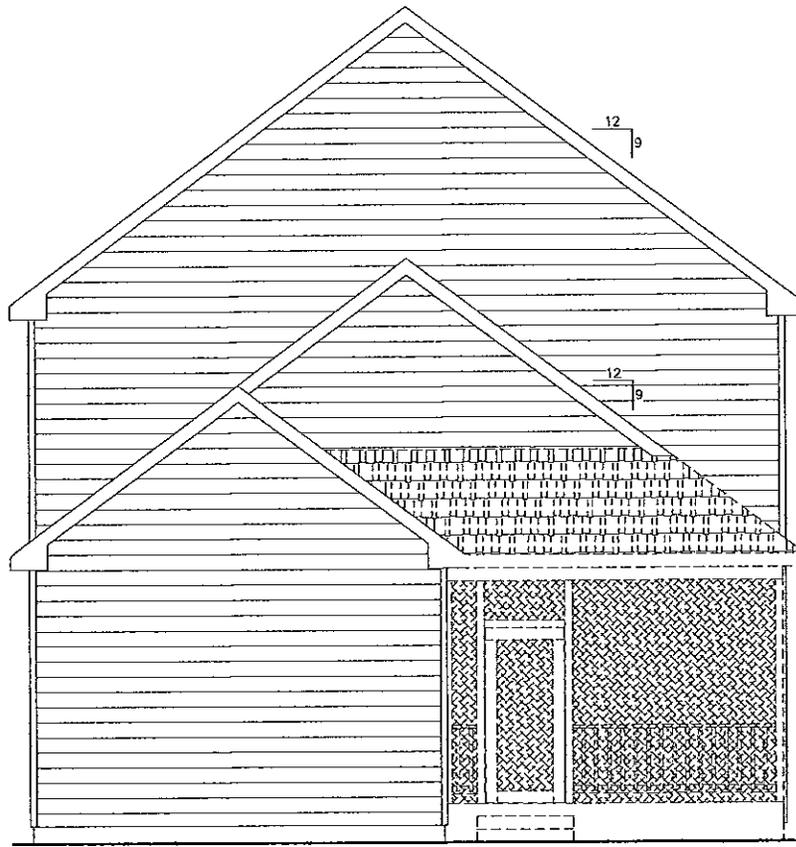


| DATE    | REVISION    | BY  |
|---------|-------------|-----|
| 1/15/16 | PRELIM      | PIF |
| 1/27/16 | REV. PRELIM | PIF |

|                 |                             |
|-----------------|-----------------------------|
| PROJECT:        | VILLAGE BUILDERS ON THE BAY |
| DESIGNED BY:    | MCLAUGHLIN NEW              |
| ADDRESS:        | 3 PARK ROW                  |
| CITY:           | CAPE CHARLES                |
| COUNTY:         | NORTHAMPTON                 |
| ZIP:            | 2578                        |
| STATE:          | VA                          |
| LOT:            | 2.3310                      |
| LOT AREA:       | 40                          |
| LOT DIMENSIONS: | 40' x 120'                  |
| STORY:          | TWO STORY                   |
| PROJECT NO:     | 6185                        |
| FILE NUMBER:    | 0#6185                      |

FRONT ELEVATION



SCREEN PORCH ON-SITE BY OTHERS

**REAR ELEVATION**

7" HARDIPLANK SIDING ON-SITE BY OTHERS (SHOWN FOR REPRESENTATION PURPOSES ONLY)

246 SAND HILL ROAD  
SEJONS GROVE, PA 17870  
PHONE: (717) 374-2380  
FAX: (717) 374-1122  
WWW.ICONLEGACY.COM



| DATE    | REVISION    | BY  |
|---------|-------------|-----|
| 1/15/16 | PRELIM      | PIF |
| 1/27/16 | REV. PRELIM | PIF |
|         |             |     |
|         |             |     |

|                                      |                           |
|--------------------------------------|---------------------------|
| PROJECT: VILLAGE BUILDERS ON THE BAY |                           |
| ARCHITECT: MCLAUGHLIN NEW            |                           |
| NO. OF PAGES: 9                      | NO. OF SHEETS: 1          |
| DATE: 01/15/16                       | SCALE: AS SHOWN           |
| OWNER: CAPE CHARLES                  | NO. OF STORIES: TWO STORY |
| ADDRESS: 9 PARK ROW                  | NO. OF SHEETS: 1          |
| CITY: VA                             | NO. OF SHEETS: 1          |
| STATE: VA                            | NO. OF SHEETS: 1          |
| COUNTY: NORTHAMPTON                  | NO. OF SHEETS: 1          |
| CITY: NORTHAMPTON                    | NO. OF SHEETS: 1          |
| ZIP CODE: 23310                      | NO. OF SHEETS: 1          |
| PROJECT NO: 6185                     | NO. OF SHEETS: 1          |
| DATE: 01/15/16                       | NO. OF SHEETS: 1          |
| SCALE: AS SHOWN                      | NO. OF SHEETS: 1          |
| NO. OF PAGES: 9                      | NO. OF SHEETS: 1          |
| NO. OF SHEETS: 1                     | NO. OF SHEETS: 1          |

|                |
|----------------|
| REAR ELEVATION |
|----------------|

ICON TO INSTALL SHINGLES ON FACTORY PORTION INCLUDING WHERE IT WILL EVENTUALLY BE COVERED UP BY PORCH ON-SITE BY OTHERS



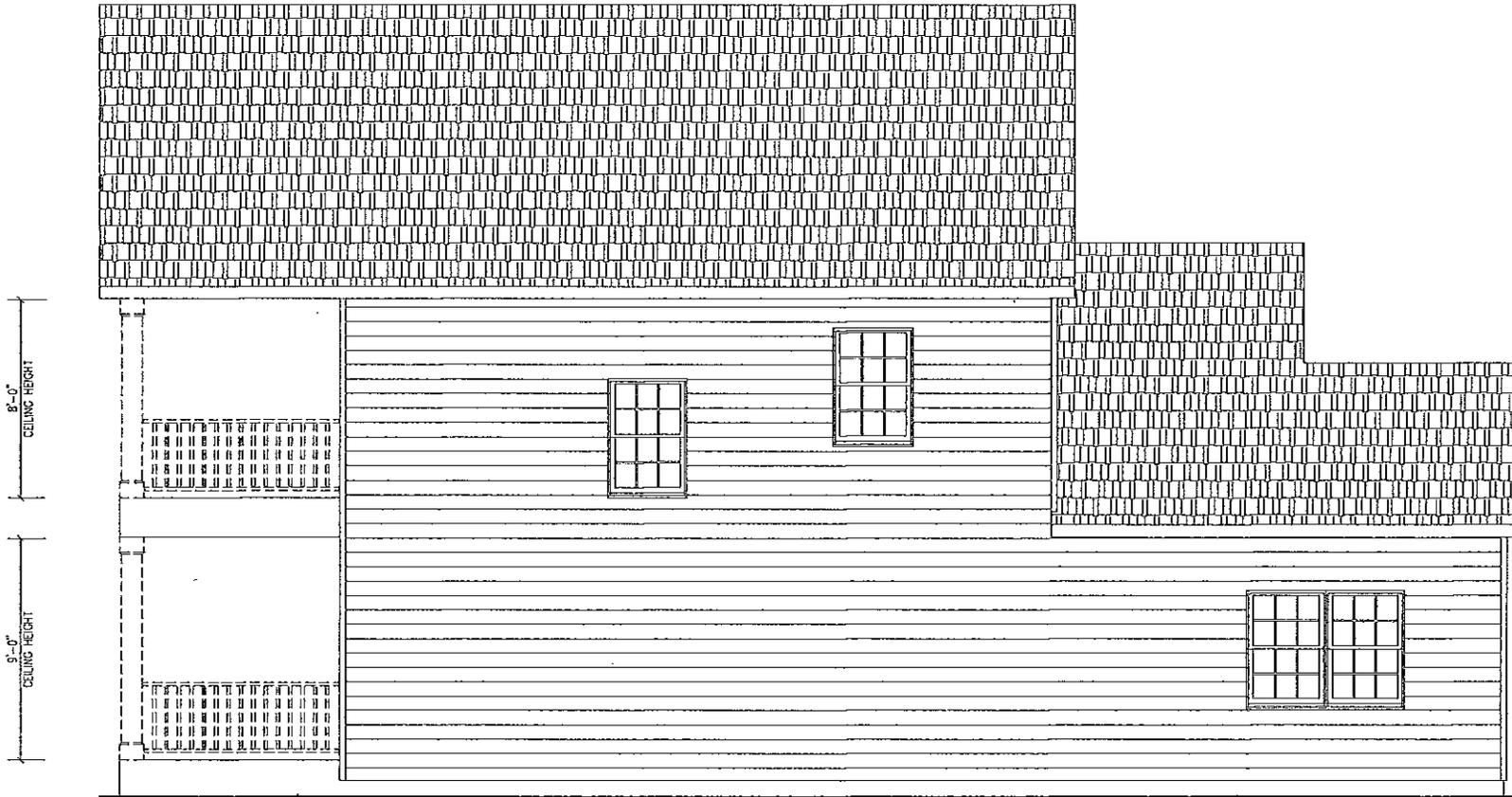
SCREEN PORCH ON-SITE BY OTHERS

**LEFT SIDE ELEVATION**

7" HARDPLANK SIDING ON-SITE BY OTHERS (SHOWN FOR REPRESENTATION PURPOSES ONLY)



|   |   |
|---|---|
| 246 SAND HILL ROAD<br>SELMSGRAVE PA 17870<br>PHONE: (717) 374-3380<br>FAX: (717) 374-1122<br>WWW.ICONLEGACY.COM   |   |
| <br><b>ICON LEGACY</b><br><small>CUSTOM REPLICATED SIDINGS LLC</small><br><small>Made in the USA</small> |   |
| BLOCK: VILLAGE BUILDERS ON THE BAY<br>PROJECT: MCLAUGHLIN NEW<br>ADDRESS: 9 PARK ROW<br>CITY: CAPE CHARLES<br>COUNTY: NORTHAMPTON<br>ZIP: 21815   | DATE: 1/15/16<br>REVISION: PRELIM<br>BY: PIF      |
| DRAWING NO: 0#6185<br>SHEET NO: 2C  | DATE: 1/27/16<br>REVISION: REV. PRELIM<br>BY: PIF |
| STATE: VA<br>ZIP: 23310<br>COUNTY: WOOD BRIDGE (WMB)<br>CITY: WOOD BRIDGE<br>ZIP: 23090   | DATE: 1/20/16<br>REVISION: TWO STORY<br>BY:       |
| PROJECT NO: 6185<br>SHEET NO: 2C  | DATE: 1/27/16<br>REVISION: TWO STORY<br>BY:       |



**RIGHT SIDE ELEVATION**

7" HARDPLANK SIDING ON-SITE BY OTHERS (SHOWN FOR REPRESENTATION PURPOSES ONLY)

246 SAND HILL ROAD  
 SELINGSGROVE, PA 17870  
 PHONE: (570) 374-3280  
 FAX: (570) 374-1122  
 WWW.ICONLEGACY.COM



| DATE    | REVISION    | BY  |
|---------|-------------|-----|
| 1/15/16 | PRELIM      | PIF |
| 1/27/16 | REV. PRELIM | PIF |
|         |             |     |
|         |             |     |

|                             |              |
|-----------------------------|--------------|
| VILLAGE BUILDERS ON THE BAY |              |
| PROJECT NO.                 | 046185       |
| ADDRESS                     | 9 PARK ROW   |
| CITY                        | CAPE CHARLES |
| COUNTY                      | NORTHAMPTON  |
| STATE                       | VA           |
| ZIP CODE                    | 22578        |
| LOT                         | 40           |
| ACRES                       | 2.578        |
| DATE                        | 1/20/16      |
| SCALE                       | TWO STORY    |

|                 |
|-----------------|
| RIGHT ELEVATION |
| 046185          |
| 2D              |

# Historic District Review Board Staff Report

From: Larry DiRe 

Date: February 16, 2016

Item: 5A – Guidelines update

Attachments: Historic District Guidelines Removing Buildings: Moving and Demolition

---

## Discussion

The Historic District Review Board is doing an on-going review of the current Historic District Guidelines document. This month the Removing Buildings: Moving and Demolition section is for review (pages 62 – 64).

## Recommendation

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

## GUIDELINES FOR REMOVING BUILDINGS

Historic buildings are irreplaceable community assets and once they are gone, they are gone forever. With each succeeding demolition or removal, the integrity of the district is further eroded. The new building or the parking lot that often replaces the removed historic building is seldom an attribute to the historic character of the district. Therefore, the moving or demolition of any contributing building in a preservation district should be very carefully considered before approval is given.

Cape Charles' Zoning Ordinance contains provisions that restrict the property owner's right to raze, demolish, or move buildings in the local historic district. For contributing buildings in the district, the Historic District Review Board must review any plans to remove buildings. For noncontributing buildings, the administrator can approve such actions.

The owner has an automatic right of appeal to the Town Council or to the Circuit Court. In addition, the ordinance allows demolition if the owner has offered the building for sale at a reasonable price related to its fair market value and has waited the required period based on that value.

General standards for all decisions made by the Historic District Review Board which are applicable to moving and demolishing buildings are listed below:

1. The public necessity of the proposed construction, demolition, or use.
2. The public purpose or interest in land or buildings to be protected.
3. The age and character of a historic structure, its condition, and its probable life expectancy.
4. The view of the structure or area from a public street or road, present and future.
5. The present character of the setting of the structure or area and its surroundings.

In addition to these general standards, the Town should consider adopting more specific standards as suggested below. As extensions of the general guidelines, they focus more clearly on the issues surrounding building removal.

Whether or not the proposed relocation may have

a detrimental effect on the structural soundness of the building or structure.

Whether or not the proposed relocation would have a negative or positive effect on other historic landmarks or on other sites, buildings, or structures within the historic district.

Whether or not the proposed relocation would provide new surroundings that would be compatible with the architectural aspects of the building or structure.

Whether or not the proposed relocation is the only practical means of saving the structure from demolition.

Whether or not the building or structure will be relocated to another site within the historic district.

## GUIDELINES FOR MOVING BUILDINGS

**1** Move buildings only after all alternatives to retention have been examined, including a professional feasibility study.

**2** Contact the Virginia Department of Historic Resources for assistance prior to moving the building if it is to remain listed on the Virginia Landmarks Register and the National Register of Historic Places.

**3** Seek assistance on documenting the building on its original site before undertaking the move. Photograph the building and the site thoroughly and also measure the building if the move will require substantial reconstruction.

**4** Thoroughly assess the building's structural condition in order to minimize any damage that might occur during the move.

**5** Select a contractor who has experience in moving buildings and check references with other building owners who have used this contractor.

**6** Secure the building from vandalism and potential weather damage before and after its move.

**7** If the site is to remain vacant for any length of time, improve the empty lot in a manner consistent with other open space in the historic district.

Listed below are some additional review criteria on demolishing historic buildings:

Whether or not the building or structure is either a historic landmark or is a building within a historic district that contributes to the district character.

Whether or not the building or structure is of such old or uncommon design, texture, or scarce material that it could not be reproduced or could be reproduced only with great difficulty and expense.

Whether or not historic events occurred in the building or structures.

Whether or not a relocation of the building or structure or a portion thereof, would be to any extent practicable as a preferable alternative to demolition.

Whether or not the proposed demolition could potentially adversely affect other historic landmark(s) located within the historic district or

adversely affect the character of the historic district.

The reason for demolishing the building or structure and whether or not any alternatives to demolition exist.

Whether or not there has been a professional economic and structural feasibility study for rehabilitating or reusing the structure and whether or not its findings support the proposed demolition.

# REMOVING BUILDINGS: MOVING AND DEMOLITION

- 1** Demolish a historic building only after all preferable alternatives have been exhausted.
- 2** Document the building thoroughly through photographs and measured drawings according to Historic American Building Survey Standards. This information should be retained in the town office and with the Virginia Department of Historic Resources.
- 3** If the site is to remain vacant for any length of time, improve the empty lot in a manner consistent with other open space in the historic district.