

Historic District Review Board

Cape Charles Town Hall – Conference Room

Regular Session Agenda

June 21, 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 Certificate of Appropriateness for 439 Mason Avenue - handicap ramp, front stoop removal, window shutters, new front gable, roof cupola, signage
5. Old Business
 - A. Recommended paint palettes
6. Announcements
7. Adjourn



DRAFT
HISTORIC DISTRICT REVIEW BOARD
Regular Meeting
Cape Charles Civic Center
May 17, 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, Sandra Salopek and Terry Strub. Member David Gay was not in attendance. Also in attendance were Town Planner Larry DiRe, Town Clerk Libby Hume and Assistant Town Clerk Tracy Outten.

CONSENT AGENDA:

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

The HDRB reviewed the minutes of the April 19, 2016 Regular Meeting.

Motion made by John Caton, seconded by Sandra Salopek, to accept the minutes of the April 19, 2016 Regular Meeting as presented. The motion was unanimously approved.

NEW BUSINESS:

- A. *Staff report: update on June 18th "Historic Cape Charles Old House Fair"; administrative approval of two projects.*

Town Planner Larry DiRe gave an overview of the Historic Cape Charles Old House Fair and there was discussion as follows: i) Larry DiRe received an email from the event coordinator offering the town a booth. He believed this would be a good opportunity to correct some misinformation and offered to man the booth. Other employees expressed their interest but had other obligations. Joe Fehrer asked Larry DiRe to send out an email regarding manning the booth as some HDRB members could be interested as well; ii) The event would be held at Trinity United Methodist Church; iii) Recreational Coordinator Jen Lewis was working with the organizers; iv) Tickets were \$25 for a self-guided tour. The organizers could not locate a speaker to give a presentation on the Sears Kit homes. The individual homeowners would be there to talk about their houses; v) A press release was sent to Virginia Living, Tidewater Women's Living, Cape Charles Happenings, the area historical societies, various other papers, emails and social media. Larry DiRe would provide information for the Cape Charles Gazette, the town's website and Cape Charles by the Bay; vi) Two workshops would be offered for \$40 and a lecture for \$20; and vii) The Town would benefit from the exposure, houses could be sold, and contractors could get jobs.

Larry DiRe summarized the administrative approvals as follows: i) Mosher Physical Therapy was installing plastic covering over the window for patient privacy. People could look out but not in. The integrity of the building would be maintained; and ii) 629 Tazewell for window glass replacement. Larry DiRe expressed his concern regarding three parties involved in the project – the property owners, contractor and summer rental agent. He did not want this approval to open the door for additional work to be done without prior approval. This project did not require a permit and verbal approval was given over the phone. Larry DiRe added that he had

spoken with the contractor, sales person from Lowe's and the property manager on numerous occasions and felt comfortable that everyone understood what had to be done.

OLD BUSINESS:

A. *Historic District Guidelines revision review*

B. Chairman Joe Fehrer gave an overview of revisions that were made. i) Larry DiRe said all revisions were made except placement of Solar Panels. He will work on this and bring back to Board for discussion. ii) Joe Fehrer asked if they ever reached an agreement or came to a conclusion to what can be approved as modern features. Larry DiRe said no but, whatever is put in guidelines must support planning. iii) John Caton wanted to know where public could get ordinances; Larry DiRe answered town website. Town Clerk Libby Hume added they are organized by departments.

Revised guidelines as discussed below:

Page 27 – Modern Features: 11

Place site appurtenances, such as over-head wires, fuel tanks, utility poles and meters, antennae including satellite dishes, exterior mechanical units, and trash containers, where they are least likely to detract from the character of the site. The size and location of satellite dishes shall conform to the regulations of the Town Zoning Ordinance.

Joe stated only adding wording to this guideline leaving end sentence, Screen with landscaping or fences, after some discussion.

Page 33 new element 1

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 material, and texture of foundations on surrounding historic buildings in the district; distinguish the foundation from the rest of the building through the change of material; consider the treatment of the junction between the foundation and the wall cladding material seen on surrounding historic buildings.

Joe Fehrer does not remember why *consider the treatment of the junction between the foundation* was included. Larry DiRe asked if it was too wordy; Sandra Salopek stated it tells the story. Joe said leave revised as is; if not included someone would have an excuse to do something different.

Page 38 Composite windows

Combination groupings of different window types are found on structures throughout the district. They typically occur on Victorian-era, Colonial Revival, and bungalow houses.

Joe Fehrer lost the word composite, means plastic man made material; replaced with combination groupings.

Page 40 element 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 bay windows and buildings with a combination of window type.

Joe Fehrer read aloud revised guideline; removed the word composite, again.

Page 43 element 7

...avoid enclosing porches on secondary elevations in a way that radically changes the historic appearance. When restoring a front porch, retain original porch features such as columns, porch floor and steps.

Joe Fehrer looks like completely new wording; Larry DiRe yes. Mr. Fehrer and Sandra Salopek asked where is revision getting added; Larry, in the middle of #5. Sandra suggested putting at the end; Terry Strub agreed; Joe Fehrer said that would work, also make it two sentences long.

Page 51 element 1

Unless rotted beyond repair always retain wood as the dominant framing, cladding, and decorative material for cape Charles historic buildings.

Joe Fehrer suggested sterner line. Also, he wanted to make sure this line would be in correct section. Larry yes.

Page 52 opening sentence to element 4

In order to retain the architectural integrity of both the individual building and the district replace wood elements only when they are rotted beyond repair and such condition is documented by a licensed architect or engineer.

Joe Fehrer read revised guideline; tightened it up. Larry DiRe will revise and bring back to the Board.

Page 53

Hard page break and heading for “Architectural Metals” section

Joe Fehrer page 53 not included in packet; element 1 needs to be under “Architectural Metals” on page 54.

Page 54

Copper, lead, and tin can be cleaned.

Joe Fehrer noted change.

Page 55 element3

Decorative elements, trim, features, and special surfaces should be retained when adding synthetic siding.

Joe Fehrer explained sentence wording did not change just needs to be bolded out.

Page 55 element 5

Synthetic siding that simulates wood may be used on new construction if the depth of the boards conforms to the typical depth of traditional siding.

Larry DiRe was worried about wording, Joe Fehrer wording was correct. John Caton needed explanation. Joe Fehrer and Larry DiRe in English- restore like for like; look at neighbors.

Page 56 element 2

Do not use sandblasting or high-pressure water wash to remove paint from masonry, soft-metal, or wood.

Joe Fehrer for revision bold sentence.

Discussion began about paint colors of houses. The Board has decided to get together a paint pallet of suggested colors.

Page 57

*For **residential buildings** (see pages 10-13 for description of various architectural styles), the color palette can differ according to architectural styles.*

Larry DiRe asked if other sections could be withered down; referred to Gothic style house, Adam’s Family house. The historic guidelines were taken from Smithfield, need to make

guidelines for this section more for Cape Charles style houses. Larry DiRe revising and bringing recommendations back to the Board.

Motion made by Terry Strub, seconded by John Caton, to approve the revisions to the guidelines as reviewed by the Board and captured in the minutes. The motion was unanimously approved.

Joe Fehrer read an email he received from David Gay, as follows: Joe I will not be able to attend the meeting tonight due to out of town guests. I have reviewed the packet and don't see any problems with the meeting minutes or the guidelines. Look forward to the next meeting. Thank you.

ANNOUNCEMENTS:

Larry DiRe updated the Board on June 21st meeting date location changed from Civic Center to Town Hall, application closing date is June 10th end of business day; also, HDRB has been named by Town Council review board for Commercial 3 District. Sandra Salopek asked for a map, Larry getting it to her.

Decision followed on different ideas to utilize the Meatland building.

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

Assistant Town Clerk

Historic District Review Board Staff Report

From: Larry DiRe 

Date: June 21, 2016

Item: 4A – Application for Certificate of Appropriateness for 439 Mason Avenue - handicap ramp, front stoop removal, window shutters, new front gable, roof cupola, signage

Attachments: Application, architectural drawings, photos of contributing structures in the Town's Historic District, and photos of architectural style proposed for building

Application Specifics

The prospective contract purchaser for this property has applied for Certificate of Appropriateness to add a number of façade redesign elements to the existing single-family residential unit. The house at 439 Mason Avenue is a non-contributing 1970s-era, vinyl-clad Ranch style frame dwelling. At 3,505 square feet the lot is non-conforming and the property is in the Commercial - Residential District. On July 3, 2008 the Town issued a building permit to construct a handicap ramp on the Mason Avenue-fronting primary elevation. In later years that ramp was removed and the current concrete steps and stoop served as the entrance way into the house. This is not a home occupation. Upon purchase the building will have a change of use to commercial, as the architectural drawings show. Being a lot in a zoning district that allows for commercial and residential use, the applicant is interested in converting the use from residential to commercial and in making a number of changes to the building façade for that purpose. The particulars of the application are as follows:

Handicap ramp. The Town previously approved such a ramp at this location. Being used as a commercial site requiring public accommodation staff finds the request for a ramp to be appropriate. The proposed ramp will serve as the new entrance to the building, and so removing the existing concrete steps and stoop is appropriate.

Window shutters. This is a non-contributing structure and currently has non-functioning, decorative shutters on all windows. The Guidelines address shutters as window elements to be respected (page 37), should be wood and mounted on hinges (page 40), and that storefronts should avoid plastic and/or inoperable shutters (page 46). The applicant presents a number of examples within the Cape Charles Historic District of ornate shutters on contributing structures. The proposed shutters are an integral feature of the overall architectural approach to the building's redesign as a Russian tea room.

New front gable. A modest new front gable is proposed over the front entrance way. Pages 11 and 12 of the Guidelines shows examples of the decorative front gables used as both central and complete front gables. The applicant proposes a decorative style similar in type to those found in Town.

Cupola. A cupola is proposed for the roof. The Guidelines are silent on cupolas and roof additions beyond chimneys and modern features such as antennae and satellite dishes (pages 34 – 36). The proposed cupola represents a Russian-style onion dome integral to the overall architectural approach to the building's redesign as a Russian tea room.

Signage. All signs will conform to the standards of Article IV of the Town Zoning Ordinance.

Discussion

Please review the current application within the context of the above cited Guidelines sections. Architectural redesign on this scale is a rarity in Cape Charles. This structure was built as and used as residential home. The majority of structures in the Commercial – Residential District are likewise single-family houses and used as such. The majority are also contributing structures and so would require additional scrutiny should any undergo similar redesign. “Gingerbread” is common within the Historic District. The applicant proposes changes in keeping with that visual effect, although of a different historical tradition than is found in Town.

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 June 2016

Permit No.: _____

* Please attach checklist items

Fee: \$100.00

Modification Fee: \$50.00

Special Meeting Fee: \$125.00

Applicant: Bruce and Jone Gittinger Signature: _____
Address: 4 Tazewell Ave City: Cape Charles State: VA Zip: 23310
Telephone: 703-340-9037 Cell: 703-340-9037
Email: jonegittinger@hotmail.com

Owner(s): Bruce and Jone Gittinger
Address: 4 Tazewell Ave City: Cape Charles State: VA Zip: 23310
Telephone: 703-340-9037 Cell: 703-340-9037
Email: jonegittinger@hotmail.com

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

Location of Improvement: 439 Mason Ave
Lot No.: 591 & 590 Block No.: 83A-5-1 Lot Size: 50 x 70 Lot Area: 3500

Type of Improvement: Remove front stoop; Addition of handicap ramp; Roof over front porch; Addition of decorative trim consistent with Russian theme; Signage;

Proposed Use: Russian Tea Room
Estimated Construction Costs: Unknown

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

Structure of Improvement will be set back:

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

Town Water Permit: _____ Town Sewer Permit: _____

Application for Historic District Review

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

Applicant Checklist:

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

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

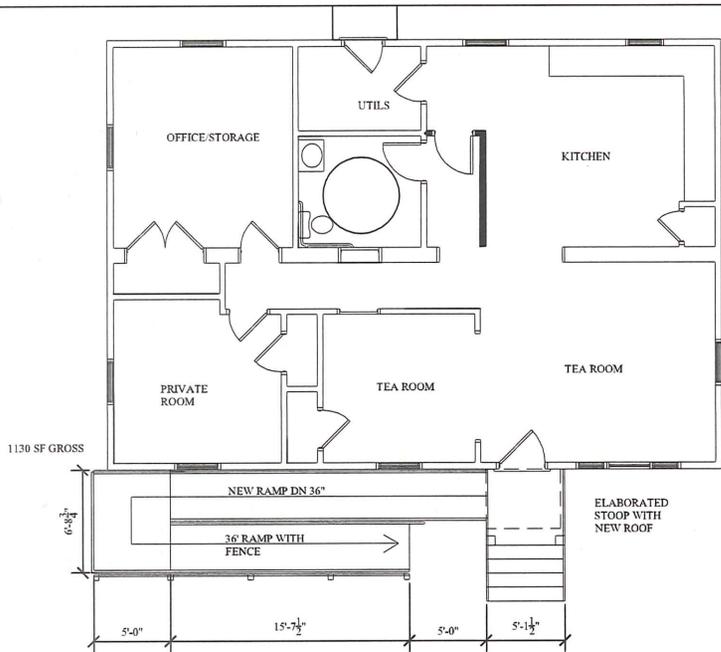
CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer, and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

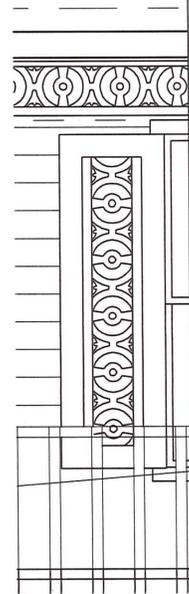
I understand that delinquent real estate taxes must be paid before any permits will be issued per Cape Charles Town Code Sec. 66-4.

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

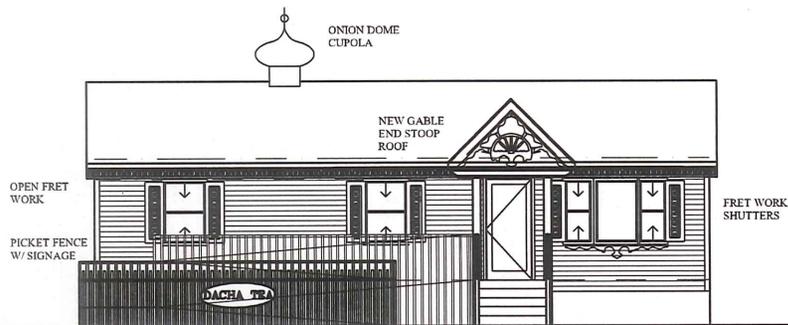
Signature of Owner/Contractor: Bruce L. Stittman



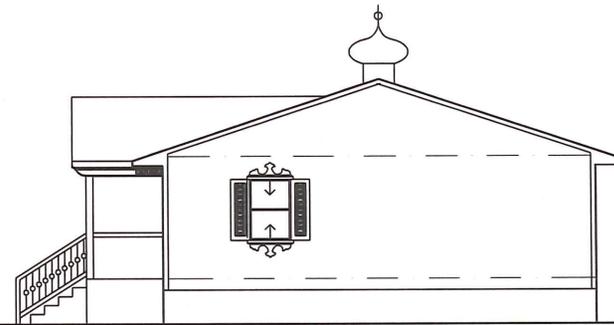
FLOOR PLAN



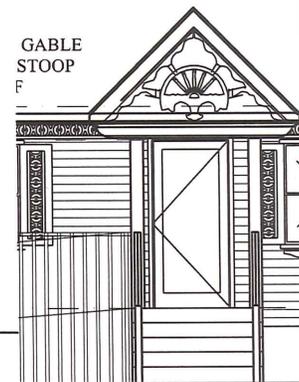
shutter nts



FRONT (SOUTH) ELEVATION



SIDE (EAST) ELEVATION



gable end nts



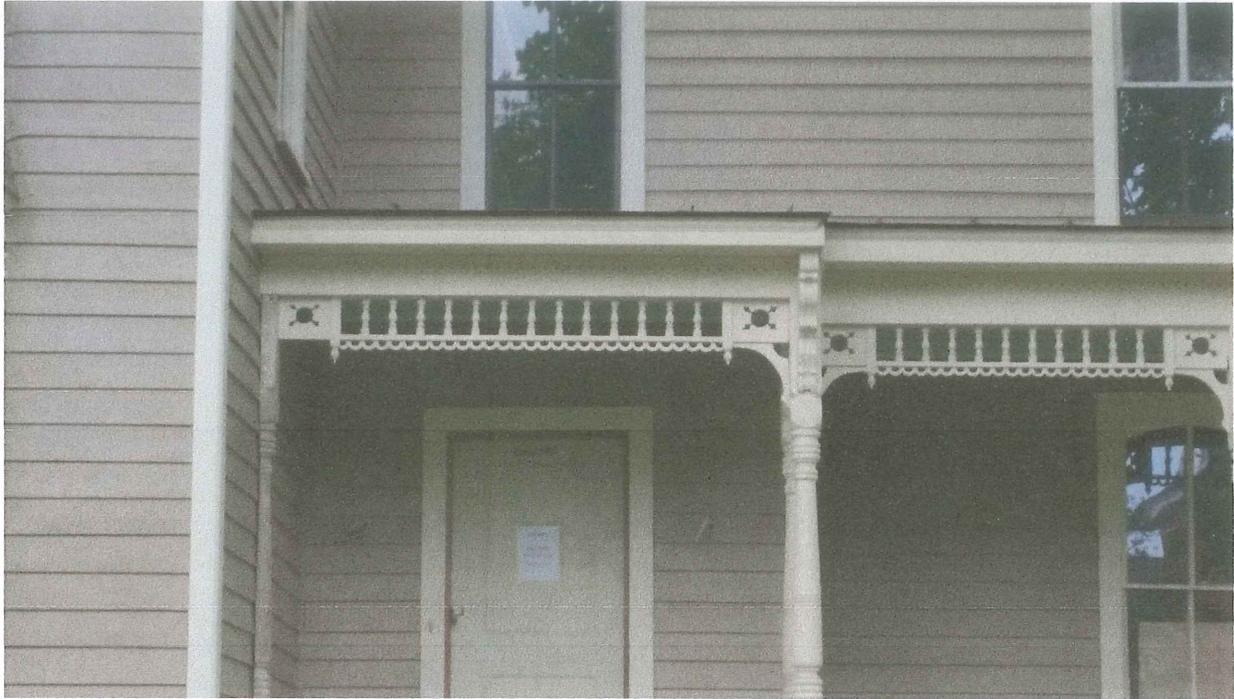
PARHAM
 210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217
 757.331.8133 ... rktek@icloud.com
 PARHAM ARCHITECT, R.A. NCARB

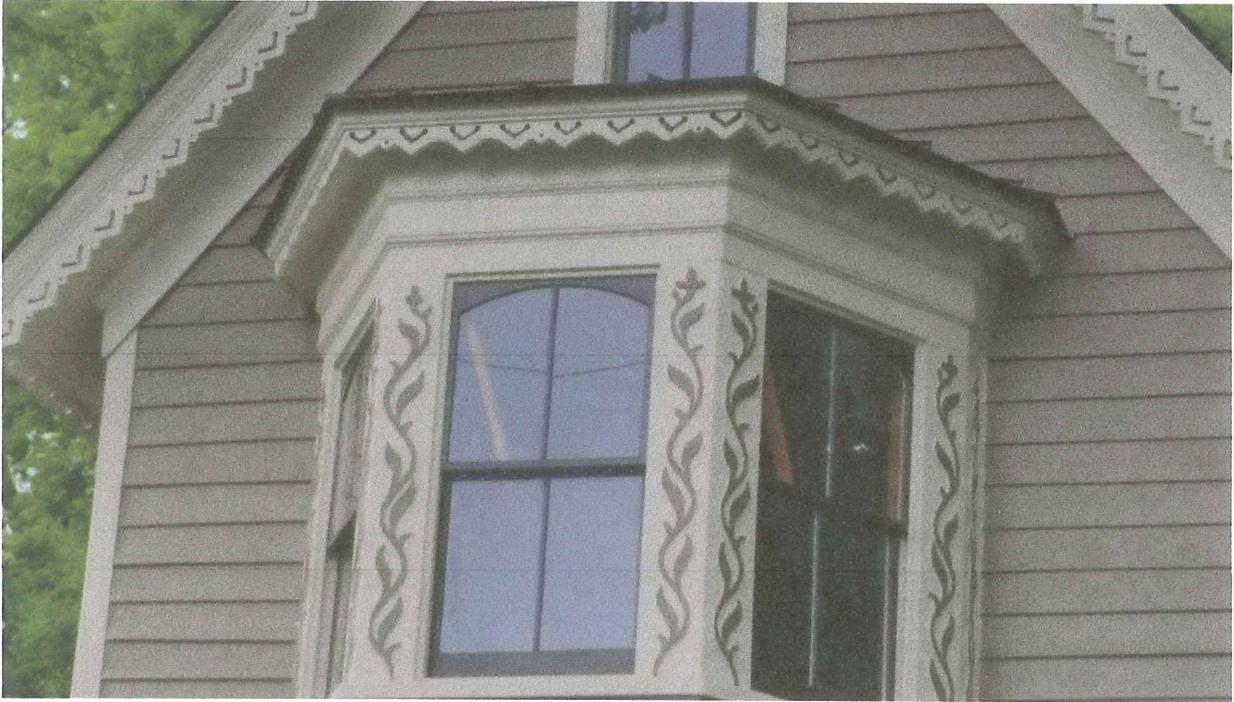
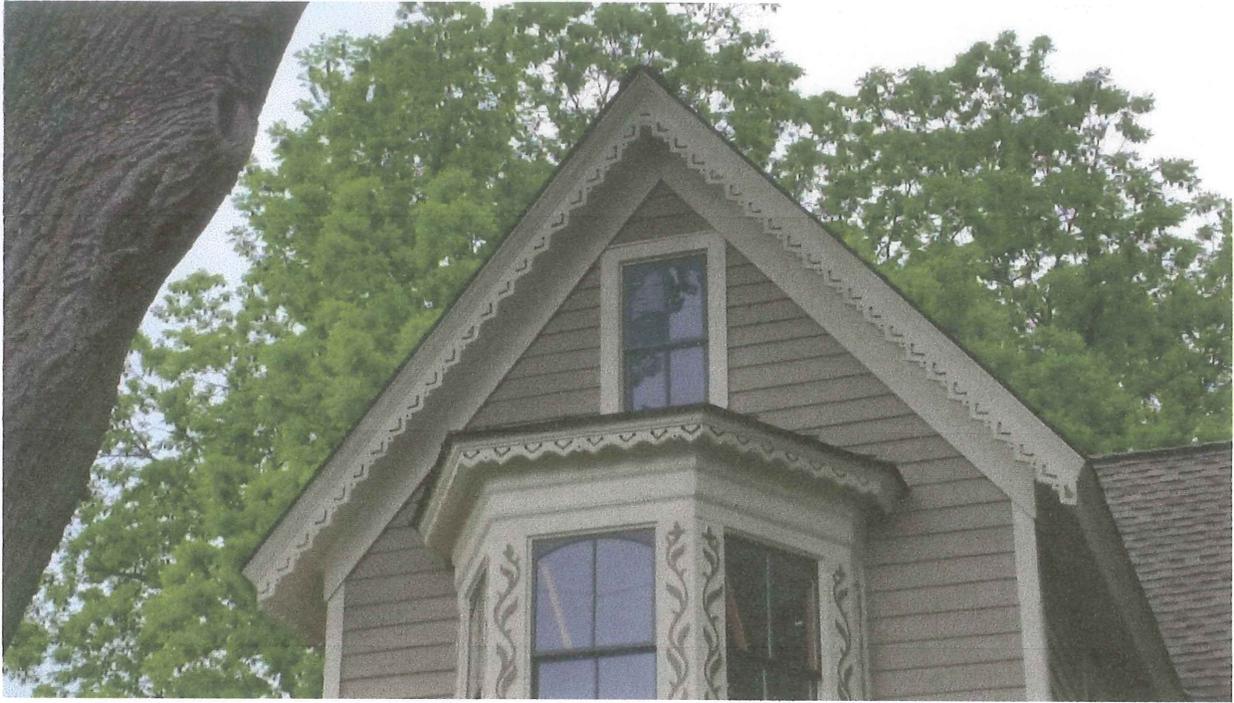
GITTINGER DACH
ALTERNATE FLOOR PLANS AND ELEVATIONS

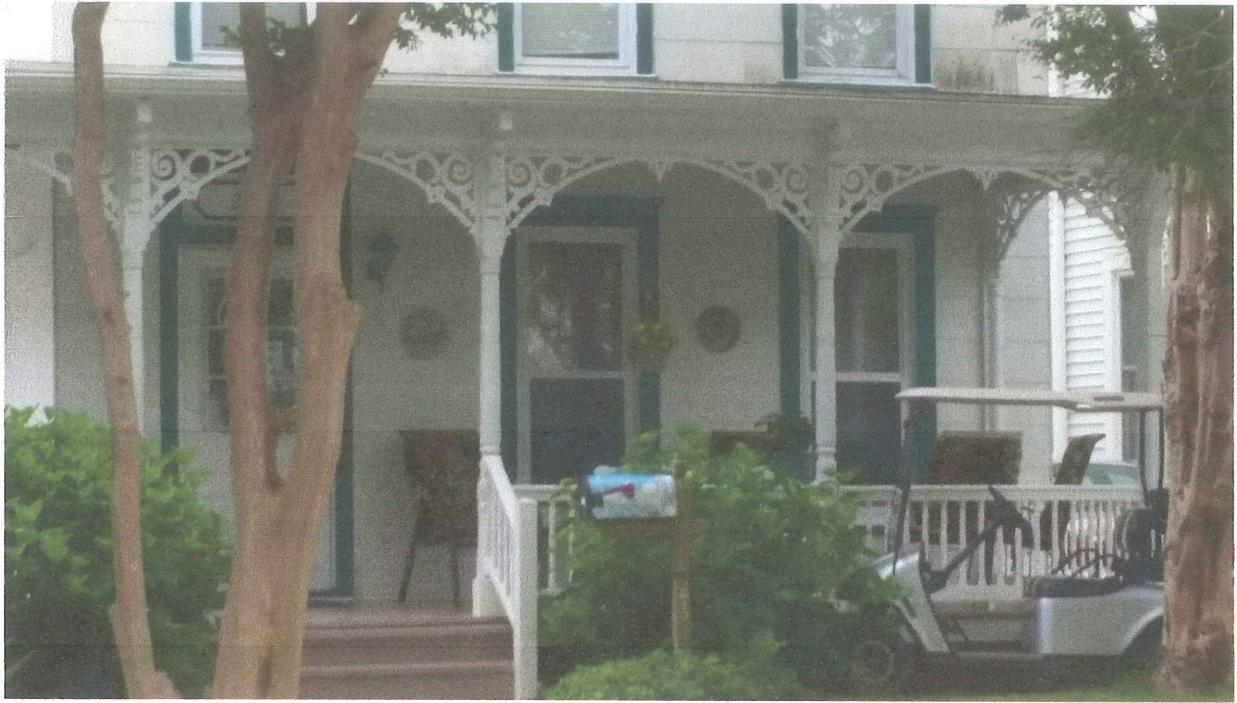
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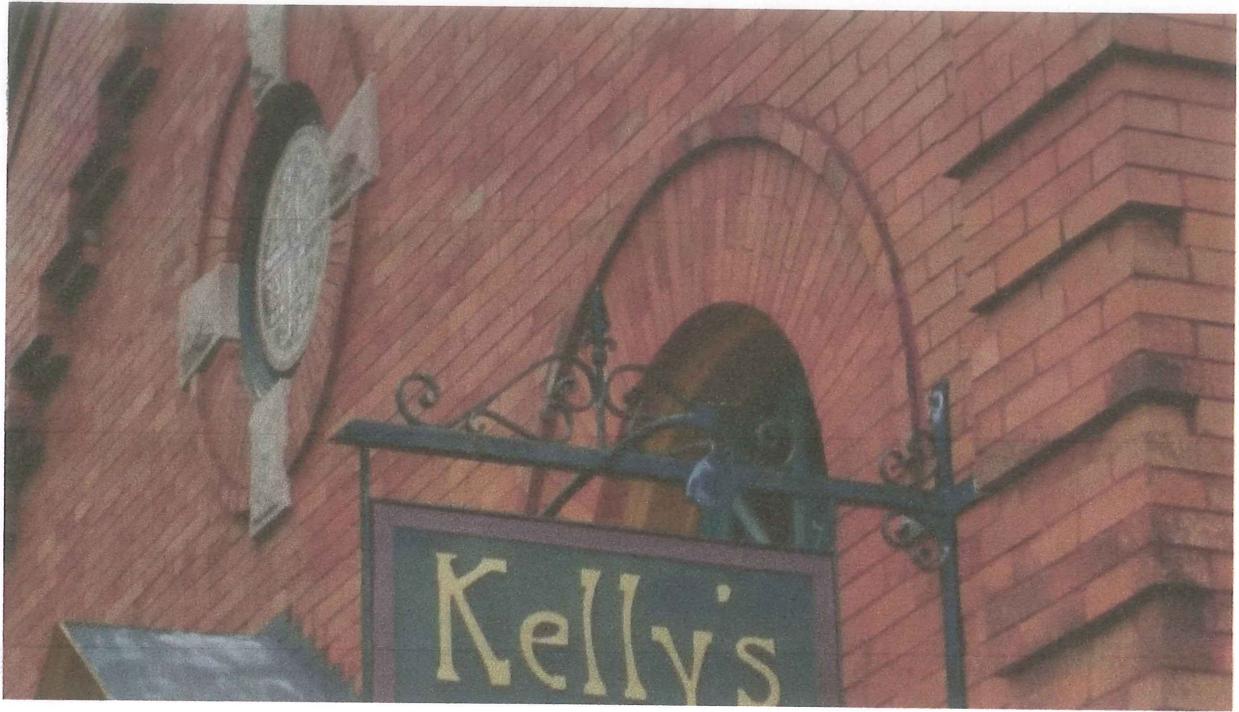


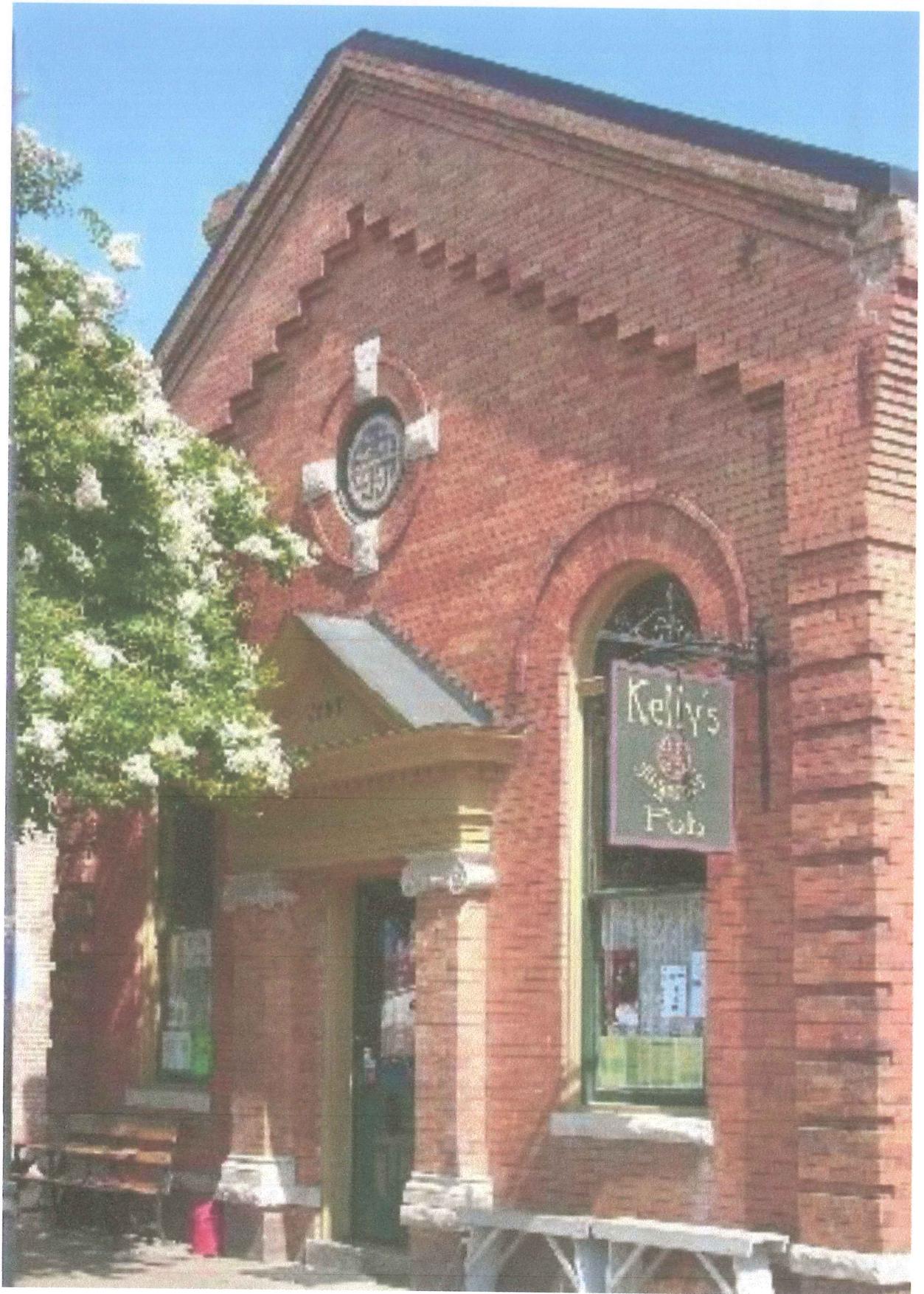




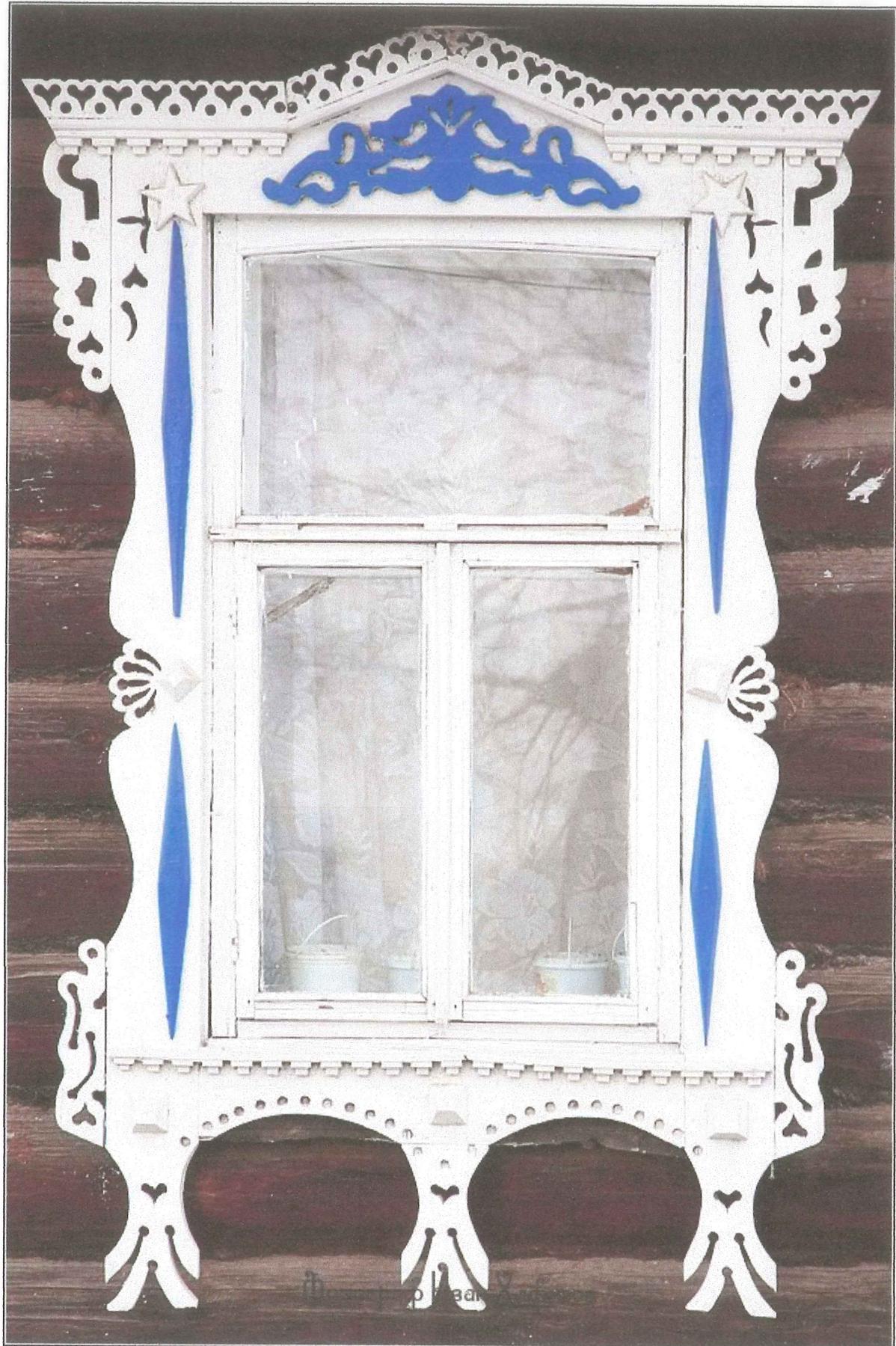


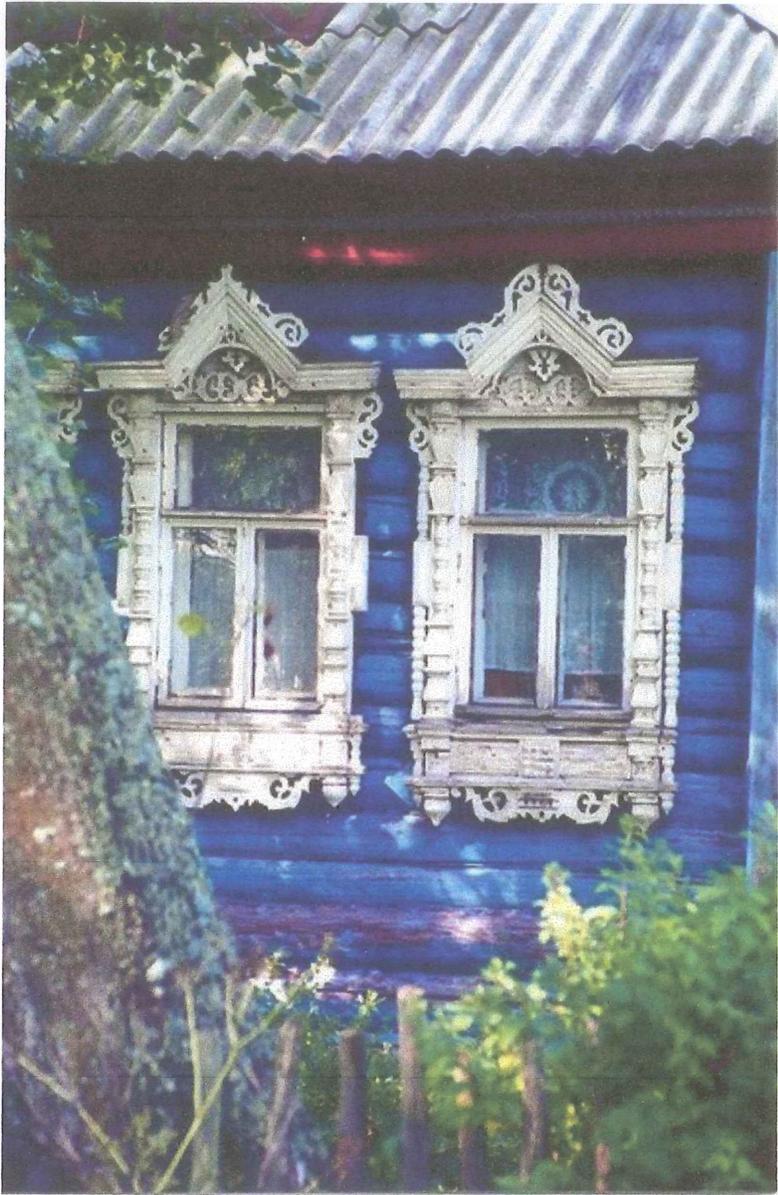


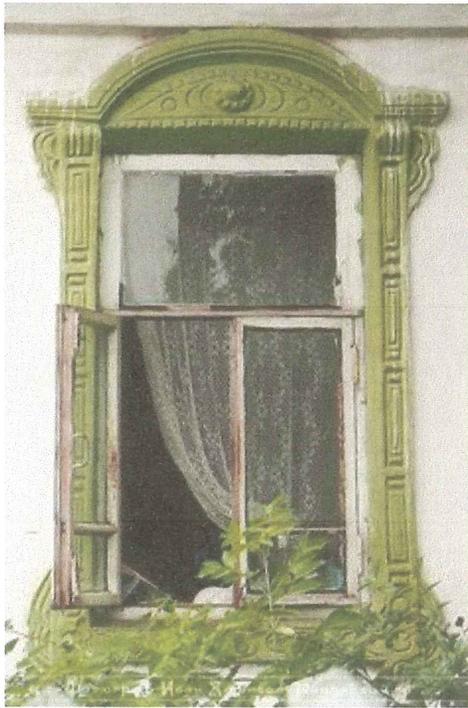


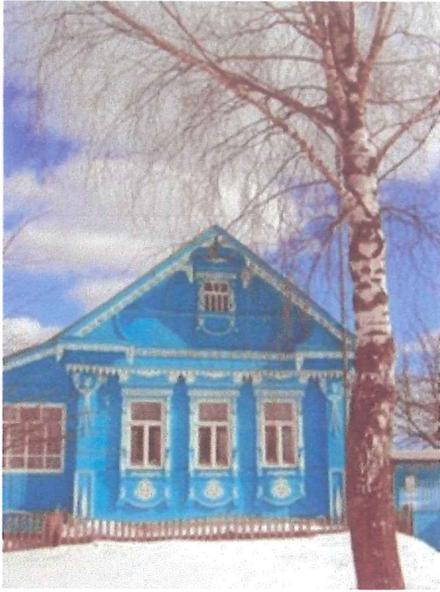












Historic District Review Board Staff Report

From: Larry DiRe 
Date: June 21, 2016
Item: 5A-Recommended paint palettes
Attachments: Painting and color palettes page from City of Alexandria's design guidelines

Item Specifics

The pages (56 and 57) from the Historic District Guidelines cited below address painting and colors deemed appropriate for the different housing styles within the Town's Historic District. The attached page from the City of Alexandria's Design Guidelines, in addition to being a succinct history of building colors in Alexandria, states the following: *The color proposed for new buildings or additions should be compatible with those in use on historic buildings in the historic district. The B.A.R. Staff has developed a Color Chart of Historically Accurate Paint Colors in the Old and Historic Alexandria District and the Parker-Gray District which can be consulted to help determine appropriate colors which reflect the historic architectural heritage of the City.*

The following sections from Article VIII of the Town zoning ordinance, and from the Guidelines define the context of exterior building colors in the Town's Historic District. These documents provide sufficient individual discretion when painting or repainting buildings. At the same time, the Board is empowered to place specific colors in the Guidelines.

Section 8.16 Certain Minor Actions Exempted from Review by the Historic District Review Board

Within the Historic District certain minor actions which are deemed not to have permanent effects upon the character of the historic district are exempted from review for architectural compatibility by the Historic District Review Board. Such actions shall include the following and any similar actions which in the opinion of the Zoning Administrator will have no more effect on the character of the district than those listed:

- A. *Repainting the structure in the same color or a very similar color or painting the structure with those colors specified in the design guidelines. (Original painting of masonry surfaces is not exempted from review.)*

COLOR PLACEMENT (page 56)

Placed correctly, color accentuates details of the building. Generally for residential buildings, walls and trim can be painted contrasting colors, with doors and shutters a third, accent color. Individual small details should not be painted with additional accent colors. A fourth color for individual details or accents is not advised in most cases and may be appropriate only for very elaborate Queen Anne houses.

For commercial buildings, trim, including trim boards, cornices, storefront, and window framing should be painted the same color. The wall, if painted should be a contrasting color. The window sash and doors can be painted a different accent color from the walls and trim.

COLOR SELECTION (page 57)

For residential buildings, the color palette can differ according to architectural style:

Georgian and Federal: Shades of white or ivory are appropriate on the trim and cornice. Wall colors can be white or shades of gray or beige. Doors and shutters should be darker— black, greens, grays, or blues. Hardwood doors may have been varnished or grained instead of painted.

Queen Anne: Deep, rich colors such as greens, rusts, reds, and browns can be used on the exterior trim and walls of late Victorian-era houses. Keep in mind that some darker colors may chalk and fade more quickly than lighter colors. The important objective is to emphasize the many textures of these highly ornate structures. Shingles can be painted a different color from the siding on the same building. It is best to treat similar elements with the same color to achieve a unified rather than an overly busy and disjointed appearance. On very ornate houses, more colors can be used.

Victorian (vernacular and vernacular cottage):

Same as Queen Anne style. Frame Vernacular Victorian: Colors can be pale earth tones, such as light browns, tans, pinks, and grays. Trim, however, should be accented with a different shade of color. More ornate buildings can be painted with richer earth tones.

Gothic Cottage: Colors that are based on nature should be used, such as grays, yellows, and tans.

Colonial Revival: Softer colors should be used on these buildings, with the trim painted white or ivory, since this style reflects a return to classical motifs.

Bungalows: Natural earth tones and stains of white, tans, soft greens and browns, and grays are most appropriate for this style, using color to emphasize the many textures and surfaces.

American Foursquare and Frame Vernacular:

Almost any combination of earth tones can be used on the wall, contrasted with one trim color. Sash and doors may be accented with either dark or light colors.

Recommendation

Provide direction to staff.

PAINT COLORS

INTRODUCTION

The color of a building is, perhaps, its most dominant visual characteristic. The color of a building can enhance or detract from its own architectural characteristics as well as neighboring structures.

Paint color is easily changed to reflect personal preferences and current architectural taste. The color palette used in Alexandria has changed significantly since the 18th century. Technological and economic constraints in the 18th and early-19th centuries limited the available palette of colors. Changes in technology and architectural preferences in the mid-to-late-19th century combined to greatly broaden the color spectrum and by the late-19th century there was a preference for a dark colored palette. Color preferences again changed in the early years of the 20th century and a light colored palette was generally favored. Today, a darker color palette is often used, reflecting, in part, a preference to do away with the "chromomatic monotony of the past half century" as one scholar of historic paint color has put it.

While the Zoning Ordinance permits the Boards to review the exterior paint color of a building, it has been the long standing policy of the Boards of Architectural Review that paint colors for the exterior of a building are only reviewed in conjunction with a construction project. In addition, the Boards reserve the right to review paint colors in instances where the new color is so clearly inappropriate as to constitute alteration of the architectural character of the building.

As part of the Guidelines review process, the Boards have developed a *Color Chart of Historically Accurate Paint Colors in the Old and Historic Alexandria District and the Parker-Gray District* which can be consulted to help determine appropriate colors that reflect the historic heritage of the City. The Boards strongly urge building owners in the historic districts who paint their buildings to make use of this information. The informa-

tion identifies historically accurate paint colors for the body, trim, door and roof colors of historic buildings for the different periods of architecture found in the historic districts. The historic research was prepared by the Staff of the Boards of Architectural Review and includes an analysis of historic exterior paint colors from the 18th to the 20th centuries in the districts.

The Boards actively discourage painting a building or its trim a clearly inappropriate color. For example, the color purple is considered to be an inappropriate color. There are a wide range of colors that have been used in the historic districts over the last 45 years and that are now considered traditional, although they may not accurately reflect historic paint colors.

The Zoning Ordinance stipulates that, in all cases, painting a previously unpainted masonry surface, no matter what color, requires review and approval of a certificate of appropriateness by the Boards. Additionally the Boards strongly discourage the painting of a previously unpainted masonry surface.

REQUIREMENTS

- Painting of previously unpainted masonry surfaces require approval of a Certificate of Appropriateness. (§ 10-109(B)(4) and § 10-209(B)(4) of the Zoning Ordinance)
- Using paint to create artificial architectural elements requires review and approval of a certificate of appropriateness.

GUIDELINES

- Structures should be painted a color appropriate to the historical period of the architectural style.
- Day-glow, neon and metallic colors as well as the color purple are inappropriate in the historic districts and the application of these colors alters the architectural character of the building.