



# Historic District Review Board Meeting

October 15, 2025 at 5:00 PM  
Cape Charles Civic Center - 500 Tazewell Avenue

## Agenda

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### 1. Call to Order

- A. Roll Call
- B. Establish Quorum

### 2. Invocation and Pledge of Allegiance

### 3. Public Comments

### 4. Consent Agenda

- A. Approval of Agenda Format

#### **New Business: Applications for Certificate of Appropriateness:**

### 5. RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:

- A. 439 Mason Avenue - to replace siding, windows, trim, and fascia on the single-family home.
- B. 115 Unit 202 Mason Avenue
- C. 550 Madison Avenue
- D. 537 Mason Avenue - to demolish the existing front porch and construct a new front porch on the single-family home.
- E. 600 Monroe Avenue - to enclose the rear portico and replace the back step railing
- F. 114 Fig Street - to screen-in the existing rear deck on the single-family home.
- G. Tax Map #83A1-8-F - to construct a new two-story single-family home and install a sidewalk.

### 6. Other Business

- A. Monthly Report from Zoning Administrator Katie Nunez

### 7. Adjournment

**File Attachments for Item:**

A. 439 Mason Avenue - to replace siding, windows, trim, and fascia on the single-family home.



# Historic District Review Board Staff Report

**Agenda Title:** 439 Mason Avenue

**Agenda Date:** October 15, 2025

**Prepared by:** Tracy Outten, Planning/Zoning Assistant – Preservation & Zoning Administrator

**Reviewed By:** Katie H. Nunez, Director of Planning & Zoning Administrator

**Date:** September 22, 2025

**Applicants:** Bruce and Jone Gittinger, represented by QS LLC

**Type Of Application:** Pre-Application/ Certificate of Appropriateness

**Site Address:** 439 Mason Avenue

**Work to be Performed:** to replace the vinyl windows and siding

**Tax Map:** 83A3-5-1

**Current Zoning:** CR

**Lot Size:** NA

**Historic Register:** NON-CONTRIBUTING

*Description: Ca. 1980, Ranch*

*Accessory Structure: NA*

**Date Application Received:** September 2, 2025

**Pre-Application Meeting:** October 15, 2025

**Date Application Deemed Complete:** September 2, 2025

**Legal Deadline: HDRB Decision (90 Days from Complete Application):** December 1, 2025

**Overview:**

The applicant is seeking to replace the following: (1) Existing vinyl windows with new Fibrex windows of the same configuration: 1 = 4/4 Sides & 16-lite Middle – 83-1/2” x 53-1/2”; 2 = 8/8 – 35-1/2” x 59-1/2”; 1 = 6/6 – 23-1/2” x 35-1/2”; 4 = 1/1 – 35-1/2” x 59-1/2”; 1 = 1/1 – 23-1/2” x 35-1/24/4”; (2) Existing vinyl siding with new Hardie siding on the single-family home; (3) Existing vinyl sills, trim, and fascia with new AZEK.

**Aerial Map:**



**Materials:**

**Windows:** Anderson Series 100 Fibrex

**Siding:** JamesHardie Select Cedarmill 5/16" x 8-1/4" x 7" exposure

**Sills, Trim, Fascia:** AZEK

**Staff Analysis:**

**Zoning Compliance:**

The property is a legal, non-conforming use. The proposed project is seeking to replace the existing vinyl windows with new Fibrex windows and the existing vinyl siding with Hardie siding. Zoning Compliance is achieved based upon this application to the HDRB.

Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations.

**Historic District Guidelines:**

- Section 3.1: Architectural Character*
- Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-20 – Ranch)*
- Section 5.9: Exterior Wall Materials & Finishes*
- Section 5.10: Exterior Trim & Details*
- Section 5.11: Windows & Associated Features*
- Sections 7.1, 7.2, & 7.3: Alternative Materials*

**Staff Recommendation:**

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed replacements are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

Staff is prepared to assist in the development of a motion, if needed.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

If approved, a Certificate of Appropriateness shall expire of its own limitation six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of six (6) months after being commenced.

**Attachments:**

Attachment 1: Application and Supporting Documents

Revised 12/2024	
Taxes	Paid
Violations	NA
Fee	\$500
Decision	HDRB



# Certificate of Appropriateness Application Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x31  
[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Budget Code: HISTF 100-3100-1100

Budget Code VIOLATIONS: PERMZ 100-3100-1370

### PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

**Minor Exterior Work\*** is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

**Major Exterior Work:** is any alteration of the architectural style of a structure or its significant architectural elements, modifications, additions, and any major or minor work not eligible for administrative review must be reviewed and approved\* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

- A) Zoning Clearance Application
- B) Photos of existing condition
- C) Owner Permission Affidavit
- D) Payment of COA Fee (Residential – Minor \$75, Major \$150 / \$500 OR Commercial/Commercial Residential - \$1,000)
- E) Site Plan/Survey
- F) Material Specifications
- G) Tree Permit Application

Owner signature: \_\_\_\_\_

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

### PART 2: PROPERTY INFORMATION

Property Address: 439 Mason Ave.

Tax Map #: 83A3-5-1

Is there an active Certificate of Appropriateness on this property?  No  Yes \_\_\_\_\_ Date

Zoning District: R-1

### PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Bruce + Jane Gittinger

Mailing Address: 4 Tazewell Ave. Cape Charles, VA 23310

Phone Number: 703-340-9037

Email: jonegittinger@hotmail.com

### PART 4: APPLICANT INFORMATION

Check here if the applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company: QS LLC

Mailing Address: P.O. Box 1090 Cheriton, VA 23316

Phone Number: 757-331-4560

Email: heatherbehrensqs@gmail.com

**PART 5: PROJECT INFORMATION – Describe in detail proposed work.**

(If any tree removal is being proposed a Tree Permit Application must be completed):

*Remove existing vinyl windows and replace with Anderson 100 series windows in same size. Remove + replace vinyl siding with Hardi lap siding in 7" exposure.*

**PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

Select the type of work to be performed (check all that apply):

- Addition  
  Doors  
  Windows  
  Masonry  
  Porch  
  Roofs  
  Siding  
  Steps/Stoop & Railings  
 Trim Work  
  Fence or Wall  
  Partial demolition  
  Hardscaping  
  Appurtenances  
  Other:

**A. ADDITION**  **Not applicable**      **SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach a diagram; Survey/Site Plan is required):

Stories: \_\_\_\_\_ Building height: \_\_\_\_\_ Footprint: \_\_\_\_\_ Gross square footage: \_\_\_\_\_

Complete all sections below that apply to your addition and supply elevation drawings.

**B. ROOF**  **Not applicable**      **SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work:  New    Repair % of roof structure \_\_\_\_\_    Reroofing: In kind \_\_\_\_\_ Different in style or material \_\_\_\_\_  
 Add/Repair Gutters and downspouts    Solar Panels    Other Solar Installation

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work:
Existing Material:	Proposed Material:
Pitch:	Pitch:
<b>Gutters &amp; Downspouts:</b> (Pictures of Location & Material Specs)	<b>Solar:</b> (Pictures of Location & Material Specs)
Proposed Work:	Proposed Work:
Proposed Material:	Proposed Material:
Other / Additional Notes:	

**C. DOORS**  **Not applicable**      **SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_\_ Different in style or material \_\_\_\_\_

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

Existing Door	Proposed Door
Door 1: <b>Complete a separate Section C for each door being modified.</b> Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Existing Material:	Proposed Material:
Dimensions: Width _____ Height _____	Dimensions: Width _____ Height _____
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels):

Indicate the reason for change:

**D. WINDOWS**  Not applicable **SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of windows to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_\_ Different in style or material 1

**Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"**

Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.

Existing Windows	Proposed Windows
Window 1: <b>Complete a separate Section D for each window being modified if it is a different size, configuration, etc.</b>	Work to be completed: <input type="checkbox"/> Added <input checked="" type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced <i>same sizes + style</i>
Original to the home: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture 4/4, 16-lite, 4/4	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture 4/4, 16-lite, 4/4
Width: 83-1/2" Height: 53-1/2" Depth:	Width: 83-1/2" Height: 53-1/2" Depth:
Existing Material: <i>Vinyl</i>	Proposed Material: <i>Fibrex</i>
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material: <i>Vinyl</i>	Proposed Material: <i>AZEK</i>
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material: <i>Vinyl</i>	Proposed Material: <i>AZEK</i>
Shutters: Original: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Attach Location Picture)	Shutters: <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture)
Existing Material: <i>Vinyl</i>	Proposed Material: <i>putting up the existing shutters</i>
Indicate the reason for change: <i>Upgrade</i>	

**E. PORCHES**  Not applicable **SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

**New materials should match the historic material, composition, shape, size, and other visual qualities.**

Work to be done:  Repair flooring  Repair ceiling  Repair columns  Repair/Add Skirting  Repair/Add Screening  
 Flooring =  Alter  Replace  Repair  Columns =  Alter  Replace  Repair  
 Balustrade =  Alter  Replace  Repair  Ceiling =  Replace  Repair  Skirting =  New  Replace  Repair

Location (Attach pictures for all work including existing and proposed; Survey may be requested):

**FLOORBOARDS:** Number of boards to be: \_\_\_\_\_ Repaired \_\_\_\_\_ Replaced \_\_\_\_\_ Altered  
**Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.**

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____
CEILING	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
COLUMNS	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Design:	Proposed Material & Design:
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: _____ Width: _____ Diameter: _____

**CONTINUE COMPLETING THIS SECTION ON PAGE 4**

**D. WINDOWS**  Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Number of windows to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_\_ Different in style or material 2

**Minimum Guidelines: Window Sill – thickness of 1-1/2” and Window Casing or Trim – thickness of 3-1/2”**

Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.

Existing Windows	Proposed Windows
Window 1: <b>Complete a separate Section D for each window being modified if it is a different size, configuration, etc.</b> Original to the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>8/8</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>8/8</u>
Width: <u>35-1/2"</u> Height: <u>59-1/2"</u> Depth:	Width: <u>35-1/2"</u> Height: <u>59-1/2"</u> Depth:
Existing Material: <u>Vinyl</u>	Proposed Material: <u>Fibrex</u>
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material: <u>Vinyl</u>	Proposed Material: <u>AZEK</u>
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material: <u>Vinyl</u>	Proposed Material: <u>AZEK</u>
Shutters: Original: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change: <u>Update</u>	

**D. WINDOWS**  Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Number of windows to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_\_ Different in style or material 1

**Minimum Guidelines: Window Sill – thickness of 1-1/2” and Window Casing or Trim – thickness of 3-1/2”**

Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.

Existing Windows	Proposed Windows
Window 1: <b>Complete a separate Section D for each window being modified if it is a different size, configuration, etc.</b> Original to the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>6/6</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>6/6</u>
Width: <u>23-1/2"</u> Height: <u>53-1/2"</u> Depth:	Width: <u>23-1/2"</u> Height: <u>53-1/2"</u> Depth:
Existing Material: <u>Vinyl</u>	Proposed Material: <u>Fibrex</u>
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material: <u>Vinyl</u>	Proposed Material: <u>AZEK</u>
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material: <u>Vinyl</u>	Proposed Material: <u>AZEK</u>
Shutters: Original: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change: <u>Update</u>	

**D. WINDOWS**  Not applicable **SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of windows to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_\_ Different in style or material 4

**Minimum Guidelines: Window Sill – thickness of 1-1/2” and Window Casing or Trim – thickness of 3-1/2”**

Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.

Existing Windows	Proposed Windows
Window 1: <b>Complete a separate Section D for each window being modified if it is a different size, configuration, etc.</b> Original to the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>1/1</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>1/1</u>
Width: <u>35-1/2"</u> Height: <u>59-1/2"</u> Depth:	Width: <u>35-1/2"</u> Height: <u>59-1/2"</u> Depth:
Existing Material: <u>Vinyl</u>	Proposed Material: <u>Fibrex</u>
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material: <u>Vinyl</u>	Proposed Material: <u>AZEK</u>
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material: <u>Vinyl</u>	Proposed Material: <u>AZEK</u>
Shutters: Original: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change: <u>Update</u>	

**D. WINDOWS**  Not applicable **SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of windows to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_\_ Different in style or material 1

**Minimum Guidelines: Window Sill – thickness of 1-1/2” and Window Casing or Trim – thickness of 3-1/2”**

Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.

Existing Windows	Proposed Windows
Window 1: <b>Complete a separate Section D for each window being modified if it is a different size, configuration, etc.</b> Original to the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>1/1</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>1/1</u>
Width: <u>23-1/2"</u> Height: <u>53-1/2"</u> Depth:	Width: <u>23-1/2"</u> Height: <u>53-1/2"</u> Depth:
Existing Material: <u>Vinyl</u>	Proposed Material: <u>Fibrex</u>
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material: <u>Vinyl</u>	Proposed Material: <u>AZEK</u>
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material: <u>Vinyl</u>	Proposed Material: <u>AZEK</u>
Shutters: Original: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change: <u>Update</u>	

<b>BALUSTRADE</b>	
<b>Existing Condition:</b> <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Existing Dimensions: Height:      Width:      Diameter:	Proposed Dimensions: Height:      Width:      Diameter:
Existing Style / Design:	Proposed Style / Design:
<b>SCREENING</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material:
<b>SKIRTING</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material:
If replacing any item above, indicate the reason for replacement:	
If altering any item above, describe any proposed change (material, size, etc.):	
<b>F. STEPS/STOOPS/RAILINGS</b> <input checked="" type="checkbox"/> <b>Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>	
Location (Attach pictures; Survey may be requested):	
Number of <b>Steps</b> to be:      ___ Repaired      ___ Replaced      ___ Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Rise:      Run:      Tread Width:	Dimensions: Rise:      Run:      Tread Width:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
<b>Stoop</b> to be:      ___ Repaired      ___ Replaced      ___ Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Size:	Proposed Material & Size:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of <b>Railings</b> to be:      ___ Repaired      ___ Replaced      ___ Altered	
Location (Attach pictures; Survey may be requested):	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
Existing Dimensions: Height:      Width:      Diameter:	Proposed Dimensions: Height:      Width:      Diameter:
Existing Style / Design:	Proposed Style / Design:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

**G. SIDING**     Not applicable    **SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work:     Minor Repair     Full Re-Siding (same material)     Full Re-Siding (Change of material)

Location (Attach diagram & pictures):

Existing Siding	Proposed Siding
-----------------	-----------------

Original to the home:     Yes     No     Not sure

Existing Material:    *Vinyl*    Proposed Material:    *Hardi siding*

Dimensions: Thickness: *.044"* Width:    Dimensions: Thickness: *5/16"* Width: *8 1/4" - 7" exposure*

Indicate the reason for change, e.g., underlying material condition, rot:  
*Upgrade*

**H. TRIM WORK**     Not applicable    **SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work:     Minor Repair     Alteration

Location (Attach diagram & pictures):

Existing Trim	Proposed Trim
---------------	---------------

Existing Condition:     Original     Not Original     Not Sure

Existing Material:    Proposed Material:

Dimensions: Width:    Height:    Depth:    Dimensions: Width:    Height:    Depth:

Style / Design:    Style / Design:

Reason for repair or alteration (change of material or design):

**I. MASONRY**     Not applicable    **SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work:     New foundation     Substantial Reconstruction     Minor Repair     Repointing

Location (Attach diagram & pictures):

Existing Masonry	Proposed Masonry
------------------	------------------

Existing Condition:     Original     Not Original     Not Sure

Existing Material:    Proposed Materials:

Existing mortar:    Joints:    Mortar to be used:    Mortar joints:

Other / Additional Notes: *(Unpainted masonry cannot be painted.)*

Existing Chimney	Proposed Chimney
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Show location and document conditions with photographs     Repair     Remove     Add a chimney cap

Indicate the reason for change and materials:

**J. HARDSCAPING**     Not applicable    **SEE SECTION 9.1 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach Site Plan/Survey & pictures):

Driveway:    Length:    Width:    Materials:

Walkway:    Length:    Width:    Materials:

Other Paving:    Length:    Width:    Materials:

**K. FENCE OR WALL**  Not applicable SEE SECTION 9.2 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work:  New  Repair % of structure \_\_\_  Replace In kind \_\_\_  Different in style or material \_\_\_

Location (include survey showing location, setbacks, and height)

Existing Material: \_\_\_\_\_ Proposed Material \_\_\_\_\_

Height: \_\_\_\_\_ Height: \_\_\_\_\_

Describe the style: \_\_\_\_\_ Describe the style: \_\_\_\_\_

**L. DECKS & PATIOS**  Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach Site Plan/Survey & pictures): \_\_\_\_\_

Deck: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Materials: \_\_\_\_\_

Patio: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Materials: \_\_\_\_\_

**M. APPURTENCES**  Not applicable SEE SECTION 9.4 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach Site Plan/Survey & pictures): \_\_\_\_\_

New  Repair  Replacing  Other:

Outdoor Shower:  Enclosed Length: \_\_\_\_\_ Width: \_\_\_\_\_

Material: \_\_\_\_\_ Foot Pad Material: \_\_\_\_\_

Other, describe: \_\_\_\_\_

Dimensions: \_\_\_\_\_ Material \_\_\_\_\_

Other: \_\_\_\_\_

Dimensions: \_\_\_\_\_ Material \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

Applicant's signature: Heather Behrus

Date: 9/1/25

Zoning Administrator's signature: \_\_\_\_\_

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

Zoning Ordinance Article VIII Section: 8.16 (C)(3)(c)

439 Mason Ave.

Front

Section 5, Item A.



Right side

Section 5, Item A.



Left side

Section 5, Item A.



Rear

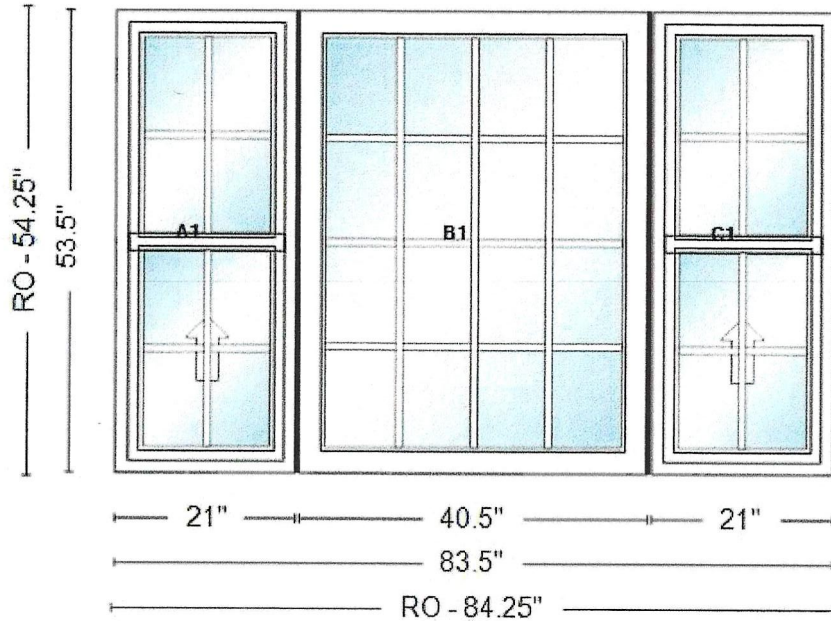
Section 5, Item A.



# Unit Spec Report - Large Image

QUOTE NAME	PROJECT NAME	QUOTE NUMBER	CUSTOMER PO#	TRADE ID
Unassigned Quote	Unassigned Project	8091444		279610

#1



Room: None Assigned

Item	Qty	Operation
500-1	1	Fixed/Active - Fixed - Fixed/Active

RO Size: 84 1/4" x 54 1/4"

Unit Size: 83 1/2" x 53 1/2"

**Comments:**

Unit 1, 3: 100 Series Single-Hung Unit 2: 100 Series Picture/Transom-SH, Low-E, Standard, Grilles: Unit 1 Lower, 1 Upper, 3 Lower, 3 Upper: Finelight, Colonial, Typical, 3/4", White, White, 2W2H Unit 2: Finelight, Colonial, Typical, 3/4", White, White, 4W4H, Vertical, Factory Muller, 1/2" Fiberglass Non Reinforced

**Instructions to Manufacturer:**

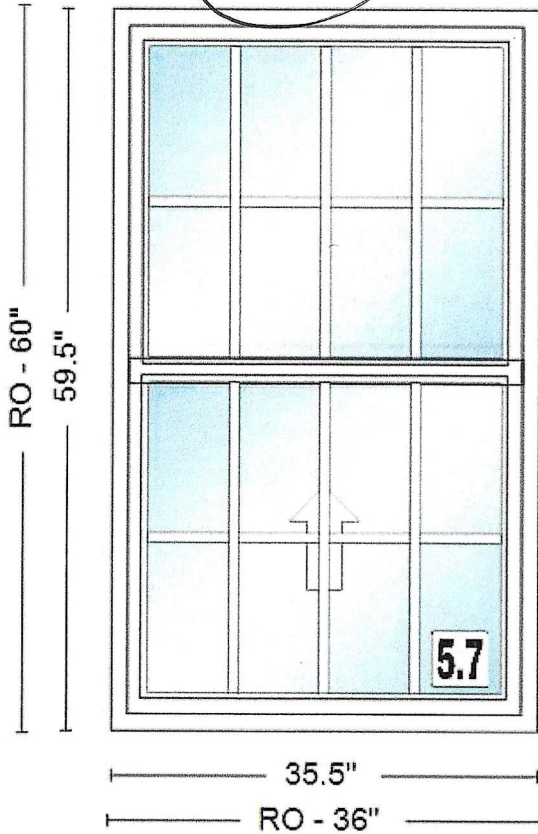
Unit #	U-Factor	SHGC	ENERGY STAR
A1	0.3	0.28	NO
B1	0.28	0.29	
C1	0.3	0.28	

Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	17.5000	23.0390	2.79990
C1	17.5000	23.0390	2.79990

### Unit Spec Report - Large Image

QUOTE NAME	PROJECT NAME	QUOTE NUMBER	CUSTOMER PO#	TRADE ID
Unassigned Quote	Unassigned Project	8091444		279610

#2,3



Room: None Assigned

Item	Qty	Operation
400-1	1	Fixed/Active

RO Size: 36" x 60"

Unit Size: 35 1/2" x 59 1/2"

**Comments:**

100 Series Single-Hung, Low-E, Standard , Grilles: Finelight, Specified Equal Light, 3/4", White, White, 4W2H

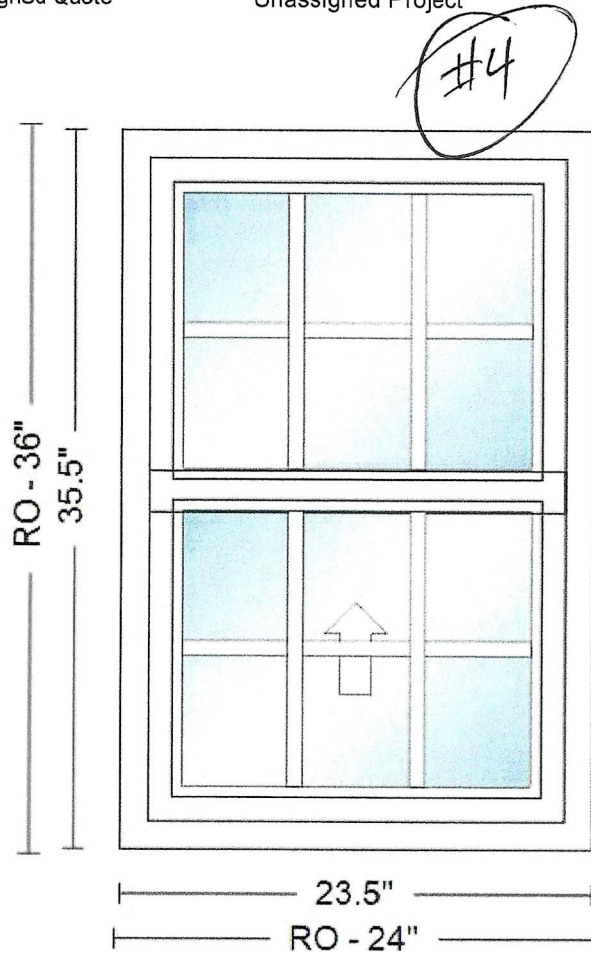
**Instructions to Manufacturer:**

Unit #	U-Factor	SHGC	ENERGY STAR
A1	0.3	0.28	NO

Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	32.0000	26.0625	5.79000

### Unit Spec Report - Large Image

QUOTE NAME	PROJECT NAME	QUOTE NUMBER	CUSTOMER PO#	TRADE ID
Unassigned Quote	Unassigned Project	8091444		279610



Room: None Assigned

Item	Qty	Operation
200-1	1	Fixed/Active

RO Size: 24" x 36"

Unit Size: 23 1/2" x 35 1/2"

**Comments:**

100 Series Single-Hung, Low-E, Standard , Grilles: Finelight, Specified Equal Light, 3/4", White, White, 3W2H

**Instructions to Manufacturer:**

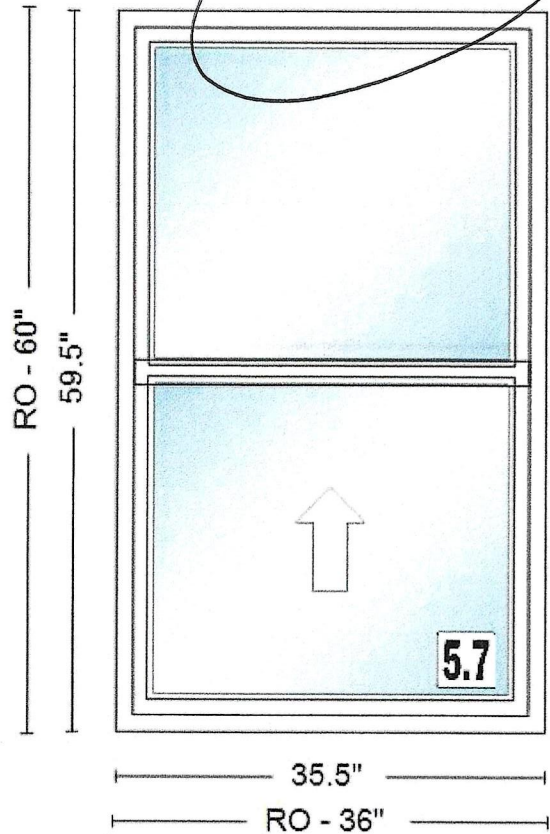
Unit #	U-Factor	SHGC	ENERGY STAR
A1	0.3	0.28	NO

Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	20.0000	14.0625	1.95000

### Unit Spec Report - Large Image

QUOTE NAME	PROJECT NAME	QUOTE NUMBER	CUSTOMER PO#	TRADE ID
Unassigned Quote	Unassigned Project	8091444		279610

#5,6,8,9



Room: None Assigned

Item	Qty	Operation
300-1	1	Fixed/Active

RO Size: 36" x 60"

Unit Size: 35 1/2" x 59 1/2"

**Comments:**

100 Series Single-Hung, Low-E, Standard , Grilles: None

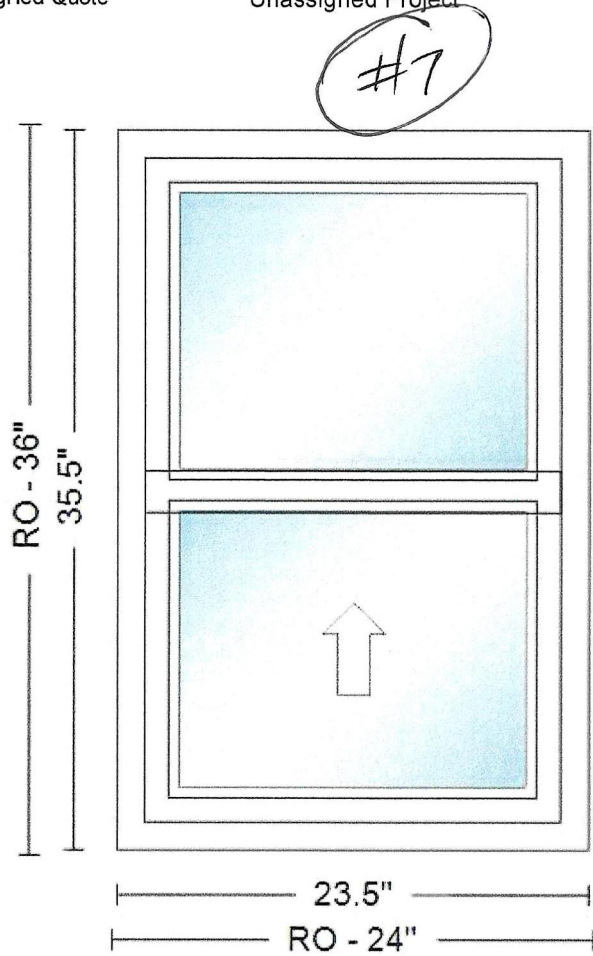
**Instructions to Manufacturer:**

Unit #	U-Factor	SHGC	ENERGY STAR
A1	0.3	0.31	NO

Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	32.0000	26.0625	5.79000

### Unit Spec Report - Large Image

QUOTE NAME	PROJECT NAME	QUOTE NUMBER	CUSTOMER PO#	TRADE ID
Unassigned Quote	Unassigned Project	8091444		279610



Room: None Assigned

Item	Qty	Operation
100-1	1	Fixed/Active

RO Size: 24" x 36"

Unit Size: 23 1/2" x 35 1/2"

**Comments:**

100 Series Single-Hung, Low-E, Standard , Grilles: None

**Instructions to Manufacturer:**

Unit #	U-Factor	SHGC	ENERGY STAR
A1	0.3	0.31	NO

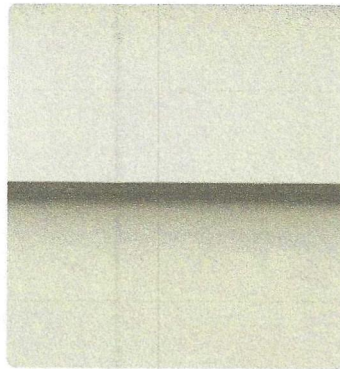
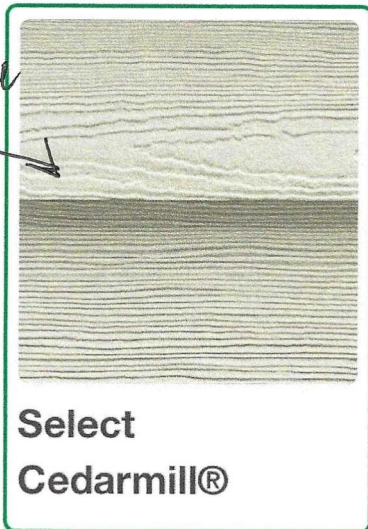
Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	20.0000	14.0625	1.95000



Individual colors may vary depending on display settings. Samples only available in Select Cedarmill® texture. Please check with your contractor or local dealer for availability in your area.

## Select your texture

*8 1/4" w/ 7" exposure*



Smooth



Beaded Select Cedarmill®



# Owner Affidavit for Permission to Represent

Planning & Zoning Department  
757-331-3259 x24

planningtech@capecharles.org

Section 5, Item A.

Revised 9/2022	
Taxes	
Violations	
Fee	
Decision	

Use this form to give permission for a contractor, architect or other individual to represent the owner of a property in matters within the Town of Cape Charles.

## Property Information

Subject Property Street Address: 439 MASON AVE, CAPE CHARLES, VA

Subject Property Tax Map #: \_\_\_\_\_

## Owner Information

Owner's name: Jone & Bruce Gittinger

Mailing address: 4 TAZEWELL

Phone number: 703-340-9037 Email: jonegittinger@hotmail.com

I hereby give authority to the following representatives to act on my behalf on the following matter:

## Representative Information

Name: Q.S. LLC Heather Behrens

Mailing address: 21351 S. Bayside Rd, Cheriton, VA 23116

Phone number: 757-331-4569 Email: heatherbehrens95@gmail.com

to file documents on my behalf  to represent me in meetings with Town officials

## Representative Information

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

to file documents on my behalf  to represent me in meetings with Town officials

Signature of owner: Bruce Gittinger Date: 8/12/2025

State of Virginia, County of Northampton

The foregoing instrument was acknowledged before me this 12 day of August, 2025, by Bruce Gittinger (name of person acknowledged)

Signature of Notarial Officer: Elizabeth A. Hume

Notary Registration number: 275630

My commission expires: 11/31/2027



**File Attachments for Item:**

B. 115 Unit 202 Mason Avenue



# Historic District Review Board Staff Report

**Agenda Title:** 115 Unit 202 Mason Avenue

**Agenda Date:** October 15, 2025

**Prepared by:** Tracy Outten, Planning/Zoning Assistant – Preservation & Zoning Administrator

**Reviewed By:** Katie H. Nunez, Director of Planning & Zoning Administrator

**Date:** September 30, 2025

**Applicant:** Samuel & Cynthia Slate      **Type Of Application:** Pre-Application/Certificate of Appropriateness

**Site Address:** 115 Unit 202 Mason Avenue      **Work to be Performed:** Replace windows

**Tax Map:** 83A3-2-1-202BO      **Current Zoning:** Commercial (C-1)

**Lot Size:**      **Historic Register:** NON-CONTRIBUTING  
*Description: Ca. 1920, Commercial Style*

**Date Application Received:** May 8, 2025

**Pre-Application Meeting:** October 15, 2025

**Date Application Deemed Complete:** September 16, 2025

**Legal Deadline: HDRB Decision (90 Days from Complete Application):** December 15, 2025

**Overview:** The applicant is seeking to replace the following on the second floor of the commercial building: (1) 9 existing 38" x 74" x 6" 9/9 wood windows with 9 new 38" x 74" x 6" vinyl window; (2) 2 existing 28" x 54" x 6" 6/6 wood windows with 2 new 28" x 54" x 6" vinyl windows; (3) 1 existing 34" x 60-1/4" x 6" wood window with 1 new 34" x 60-1/4" x 6" vinyl window; and (4) the existing wood sills with vinyl sills of the same dimensions.

**Aerial Map:**



**Materials:**

Windows: Atrium Series 8900 Vinyl Double Hung SDL: 9 = 9/9 38" x 74" x 6"; 2 = 6/6 28" x 54" x 6"; 1 = 34" x 60-1/4" x 6"

Sills: Vinyl: 9 = 38-1/4" x 3' x 6", 2 = 28-1/4" x 3" x 6", and 1 = 34" x 60-1/4" x 6"

**Staff Analysis:**

**Zoning Compliance:**

The property is a legal, conforming use. The proposed project is seeking to replace windows in one unit of the three-story building. The proposed materials are in conformance with the Zoning Ordinance, and Zoning Compliance is achieved based upon this application to the HDRB.

Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations.

**Historic District Guidelines:**

- Section 3.1: Architectural Character*
- Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-21 – Commercial)*
- Section 4.5 Openings & Associated Features – Windows, Doors, & Storefronts*
- Section 5.11: Windows & Associated Features*

**Staff Recommendation:**

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the materials proposed for the window replacement are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

Staff is prepared to assist in the development of a motion, if needed.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

If approved, a Certificate of Appropriateness shall expire of its own limitation six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of six (6) months after being commenced.

**Attachments:**

Attachment 1: Application and Supporting Documents



# Certificate of Appropriateness Application Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x31

[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 12/2024	
Taxes	VPdMS
Violations	NA
pdca# Fee	#150
Decision	HDRB

Budget Code: HISTF 100-3100-1100

Budget Code VIOLATIONS: PERMZ 100-3100-1370

### PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

**Minor Exterior Work\*** is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

**Major Exterior Work:** is any alteration of the architectural style of a structure or its significant architectural elements, modifications, additions, and any major or minor work not eligible for administrative review must be reviewed and approved\* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

- A) Zoning Clearance Application     
  B) Photos of existing condition     
  C) Owner Permission Affidavit  
 D) Payment of COA Fee (Residential – Minor \$75, Major \$150 / \$500 OR Commercial/Commercial Residential - \$1,000)  
 E) Site Plan/Survey     
  F) Material Specifications     
  G) Tree Permit Application

Owner signature: \_\_\_\_\_

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

### PART 2: PROPERTY INFORMATION

Property Address: 115 Mason Ave # 202

Tax Map #: 83A3 2-1-2020

Is there an active Certificate of Appropriateness on this property?  No     Yes \_\_\_\_\_ Date

Zoning District: C-1

### PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Debbie & Lee Blackburn

Mailing Address: 10015 Cheroy Woods Lane Ashland VA 23005

Phone Number: 804-337-5973

Email: auroracanyon@comcast.net

### PART 4: APPLICANT INFORMATION

Check here if the applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

<b>PART 5: PROJECT INFORMATION – Describe in detail proposed work.</b>			
(If any tree removal is being proposed a Tree Permit Application must be completed):			
<b>PART 6. ALTERATIONS, REPAIRS OR ADDITIONS</b>			
Select the type of work to be performed (check all that apply):			
<input type="checkbox"/> Addition <input type="checkbox"/> Doors <input checked="" type="checkbox"/> Windows <input type="checkbox"/> Masonry <input type="checkbox"/> Porch <input type="checkbox"/> Roofs <input type="checkbox"/> Siding <input type="checkbox"/> Steps/Stoop & Railings <input type="checkbox"/> Trim Work <input type="checkbox"/> Fence or Wall <input type="checkbox"/> Partial demolition <input type="checkbox"/> Hardscaping <input type="checkbox"/> Appurtenances <input type="checkbox"/> Other:			
<b>A. ADDITION</b> <input checked="" type="checkbox"/> Not applicable <b>SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Location (Attach a diagram; Survey/Site Plan is required):			
Stories:	Building height:	Footprint:	Gross square footage:
Complete all sections below that apply to your addition and supply elevation drawings.			
<b>B. ROOF</b> <input checked="" type="checkbox"/> Not applicable <b>SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Type of work: <input type="checkbox"/> New <input type="checkbox"/> Repair % of roof structure ____ <input type="checkbox"/> Reroofing: In kind ____ Different in style or material ____ <input type="checkbox"/> Add/Repair Gutters and downspouts <input type="checkbox"/> Solar Panels <input type="checkbox"/> Other Solar Installation			
Location (Pictures of existing condition):			
<b>Existing Roof</b>		<b>Proposed Roof</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure		Proposed Work:	
Existing Material:		Proposed Material:	
Pitch:		Pitch:	
<b>Gutters &amp; Downspouts:</b> (Pictures of Location & Material Specs)		<b>Solar:</b> (Pictures of Location & Material Specs)	
Proposed Work:		Proposed Work:	
Proposed Material:		Proposed Material:	
Other / Additional Notes:			
<b>C. DOORS</b> <input checked="" type="checkbox"/> Not applicable <b>SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Number of doors to be: Added: ____      Removed: ____ Repaired: ____      Replaced: In kind ____      Different in style or material ____			
Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.			
<b>Existing Door</b>		<b>Proposed Door</b>	
Door 1: <b>Complete a separate Section C for each door being modified.</b>		Work to be completed:	
Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure		<input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	
Existing Material:		Proposed Material:	
Dimensions: Width ____      Height ____		Dimensions: Width ____      Height ____	
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):		Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	
Indicate the reason for change:			

**D. WINDOWS**  Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Number of windows to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind 2 Different in style or material \_\_\_\_\_

**Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"**

Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.

Existing Windows	Proposed Windows
Window 1: <b>Complete a separate Section D for each window being modified if it is a different size, configuration, etc.</b> Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: <u>28</u> Height: <u>54</u> Depth: <u>6</u>	Width: <u>28"</u> Height: <u>54"</u> Depth: <u>6"</u>
Existing Material: <u>WOOD</u>	Proposed Material: <u>VINYL</u>
Sill: Length: <u>28 1/4</u> Thickness: <u>3"</u> Depth: <u>6"</u>	Sill: Length: <u>28 1/4</u> Thickness: <u>3</u> Depth: <u>6</u>
Existing Material: <u>WOOD</u>	Proposed Material: <u>VINYL</u>
Casing / Trim: Width: _____ Height: _____ Depth: <u>N/A</u>	Casing / Trim: Width: _____ Height: _____ Depth: <u>N/A</u>
Existing Material: _____	Proposed Material: _____
Shutters: Original: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture) <u>N/A</u>
Existing Material: _____	Proposed Material: <u>ATRIUM WINDOWS</u>
Indicate the reason for change: <u>WINDOWS OLD &amp; LEAKING</u> <u>6 / Panel Double Hang</u>	

**E. PORCHES**  Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

**New materials should match the historic material, composition, shape, size, and other visual qualities.**

Work to be done:  Repair flooring  Repair ceiling  Repair columns  Repair/Add Skirting  Repair/Add Screening  
 Flooring =  Alter  Replace  Repair  Columns =  Alter  Replace  Repair  
 Balustrade =  Alter  Replace  Repair  Ceiling =  Replace  Repair  Skirting =  New  Replace  Repair

Location (Attach pictures for all work including existing and proposed; Survey may be requested):

**FLOORBOARDS:** Number of boards to be: \_\_\_\_\_ Repaired \_\_\_\_\_ Replaced \_\_\_\_\_ Altered

**Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.**

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____

**CEILING**

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:

**COLUMNS**

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Design:	Proposed Material & Design:
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: _____ Width: _____ Diameter: _____

CONTINUE COMPLETING THIS SECTION ON PAGE 4

**D. WINDOWS**  Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Number of windows to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind 1 Different in style or material \_\_\_\_\_

**Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"**

Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.

Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. Original to the home: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: <u>34</u> Height: <u>60 1/4</u> Depth: <u>6"</u>	Width: <u>34</u> Height: <u>60 1/4</u> Depth: <u>6"</u>
Existing Material: <u>WOOD</u>	Proposed Material: <u>VINYL</u>
Sill: Length: <u>38 1/4</u> Thickness: <u>3</u> Depth: <u>4</u>	Sill: Length: <u>39 1/4</u> Thickness: <u>3</u> Depth: <u>4</u>
Existing Material: <u>WOOD</u>	Proposed Material: <u>VINYL</u>
Casing / Trim: Width: _____ Height: _____ Depth: <u>N/A</u>	Casing / Trim: Width: _____ Height: _____ Depth: <u>N/A</u>
Existing Material: _____	Proposed Material: _____
Shutters: Original: <input type="checkbox"/> Yes <input type="checkbox"/> No <u>N/A</u> (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture)
Existing Material: _____	Proposed Material: _____
Indicate the reason for change: <u>Window old &amp; leaking</u>	<u>ATRIUM WINDOW DOUBLE HUNG SOME 8500 6 PANE</u>

**E. PORCHES**  Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

**New materials should match the historic material, composition, shape, size, and other visual qualities.**

Work to be done:  Repair flooring  Repair ceiling  Repair columns  Repair/Add Skirting  Repair/Add Screening  
 Flooring =  Alter  Replace  Repair  Columns =  Alter  Replace  Repair  
 Balustrade =  Alter  Replace  Repair  Ceiling =  Replace  Repair  Skirting =  New  Replace  Repair

Location (Attach pictures for all work including existing and proposed; Survey may be requested):

**FLOORBOARDS:** Number of boards to be: \_\_\_\_\_ Repaired \_\_\_\_\_ Replaced \_\_\_\_\_ Altered

**Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.**

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: _____	Proposed Material: _____
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____

**CEILING**

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: _____	Proposed Material: _____

**COLUMNS**

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Design: _____	Proposed Material & Design: _____
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: _____ Width: _____ Diameter: _____

CONTINUE COMPLETING THIS SECTION ON PAGE 4

**D. WINDOWS**  Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Number of windows to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind 9 Different in style or material \_\_\_\_\_

**Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"**

Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.

Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. Original to the home: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: <u>38"</u> Height: <u>74"</u> Depth: <u>6"</u>	Width: <u>38"</u> Height: <u>74"</u> Depth: <u>6"</u>
Existing Material: <u>WOOD</u>	Proposed Material: <u>VINYL</u>
Sill: Length: <u>38 1/4</u> Thickness: <u>3</u> Depth: <u>6</u>	Sill: Length: <u>38 1/4</u> Thickness: <u>3"</u> Depth: <u>6"</u>
Existing Material: <u>WOOD</u>	Proposed Material: <u>VINYL</u>
Casing / Trim: Width: _____ Height: _____ Depth: <u>N/A</u>	Casing / Trim: Width: _____ Height: _____ Depth: <u>N/A</u>
Existing Material: _____	Proposed Material: _____
Shutters: Original: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture) <u>NA</u>
Existing Material: <u>N/A</u>	Proposed Material: <u>N/A</u>
Indicate the reason for change: <u>old &amp; LEAKING</u>	<u>Atrium Double hung WINDOWS series 2900 9PAYce</u>

**E. PORCHES**  Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

**New materials should match the historic material, composition, shape, size, and other visual qualities.**

Work to be done:  Repair flooring  Repair ceiling  Repair columns  Repair/Add Skirting  Repair/Add Screening  
 Flooring =  Alter  Replace  Repair  Columns =  Alter  Replace  Repair  
 Balustrade =  Alter  Replace  Repair  Ceiling =  Replace  Repair  Skirting =  New  Replace  Repair

Location (Attach pictures for all work including existing and proposed; Survey may be requested):

**FLOORBOARDS:** Number of boards to be: \_\_\_\_\_ Repaired \_\_\_\_\_ Replaced \_\_\_\_\_ Altered

**Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.**

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____

**CEILING**

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:

**COLUMNS**

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Design:	Proposed Material & Design:
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: _____ Width: _____ Diameter: _____

**CONTINUE COMPLETING THIS SECTION ON PAGE 4**

<b>BALUSTRADE</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Existing Dimensions: Height:      Width:      Diameter:	Proposed Dimensions: Height:      Width:      Diameter:
Existing Style / Design:	Proposed Style / Design:
<b>SCREENING</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material:
<b>SKIRTING</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material:
If replacing any item above, indicate the reason for replacement:	
If altering any item above, describe any proposed change (material, size, etc.):	
<b>F. STEPS/STOOPS/RAILINGS <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>	
Location (Attach pictures; Survey may be requested):	
Number of <b>Steps</b> to be:      ___ Repaired      ___ Replaced      ___ Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Dimensions: Rise:      Run:      Tread Width:	Dimensions: Rise:      Run:      Tread Width:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
<b>Stoop</b> to be:      ___ Repaired      ___ Replaced      ___ Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material & Size:	Proposed Material & Size:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of <b>Railings</b> to be:      ___ Repaired      ___ Replaced      ___ Altered	
Location (Attach pictures; Survey may be requested):	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Existing Dimensions: Height:      Width:      Diameter:	Proposed Dimensions: Height:      Width:      Diameter:
Existing Style / Design:	Proposed Style / Design:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

**G. SIDING**     Not applicable    SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work:     Minor Repair     Full Re-Siding (same material)     Full Re-Siding (Change of material)

Location (Attach diagram & pictures):

Existing Siding	Proposed Siding
Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	
Existing Material:	Proposed Material:
Dimensions: Thickness:                  Width:	Dimensions: Thickness:                  Width:

Indicate the reason for change, e.g., underlying material condition, rot:

**H. TRIM WORK**     Not applicable    SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work:     Minor Repair     Alteration

Location (Attach diagram & pictures):

Existing Trim	Proposed Trim
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Existing Material:	Proposed Material:
Dimensions: Width:                  Height:                  Depth:	Dimensions: Width:                  Height:                  Depth:
Style / Design:	Style / Design:

Reason for repair or alteration (change of material or design):

**I. MASONRY**     Not applicable    SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work:     New foundation     Substantial Reconstruction     Minor Repair     Repointing

Location (Attach diagram & pictures):

Existing Masonry	Proposed Masonry
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Existing Material:	Proposed Materials:
Existing mortar:                          Joints:	Mortar to be used:                          Mortar joints:

Other / Additional Notes: (Unpainted masonry cannot be painted.)

Existing Chimney	Proposed Chimney
Show location and document conditions with photographs	<input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap

Indicate the reason for change and materials:

**J. HARDSCAPING**     Not applicable    SEE SECTION 9.1 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach Site Plan/Survey & pictures):

<input type="checkbox"/> Driveway:	Length:	Width:	Materials:
<input type="checkbox"/> Walkway:	Length:	Width:	Materials:
<input type="checkbox"/> Other Paving:	Length:	Width:	Materials:

**K. FENCE OR WALL**  Not applicable SEE SECTION 9.2 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work:  New  Repair % of structure \_\_\_\_\_  Replace In kind \_\_\_\_\_  Different in style or material \_\_\_\_\_

Location (include survey showing location, setbacks, and height)

Existing Material:	Proposed Material
Height:	Height:
Describe the style:	Describe the style:

**L. DECKS & PATIOS**  Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach Site Plan/Survey & pictures):

Deck: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Materials: \_\_\_\_\_

Patio: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Materials: \_\_\_\_\_

**M. APPURTENCES**  Not applicable SEE SECTION 9.4 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach Site Plan/Survey & pictures):

New  Repair  Replacing  Other:

Outdoor Shower:  Enclosed Length: \_\_\_\_\_ Width: \_\_\_\_\_

Material:	Foot Pad Material:
Other, describe:	
Dimensions:	Material
Other:	
Dimensions:	Material

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.

Applicant's signature: Dedric Blackberry/Marin L. Smith Date: 4/25/2025

Zoning Administrator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Ordinance Article VIII Section: \_\_\_\_\_

Application fully completed on 9/16/2025

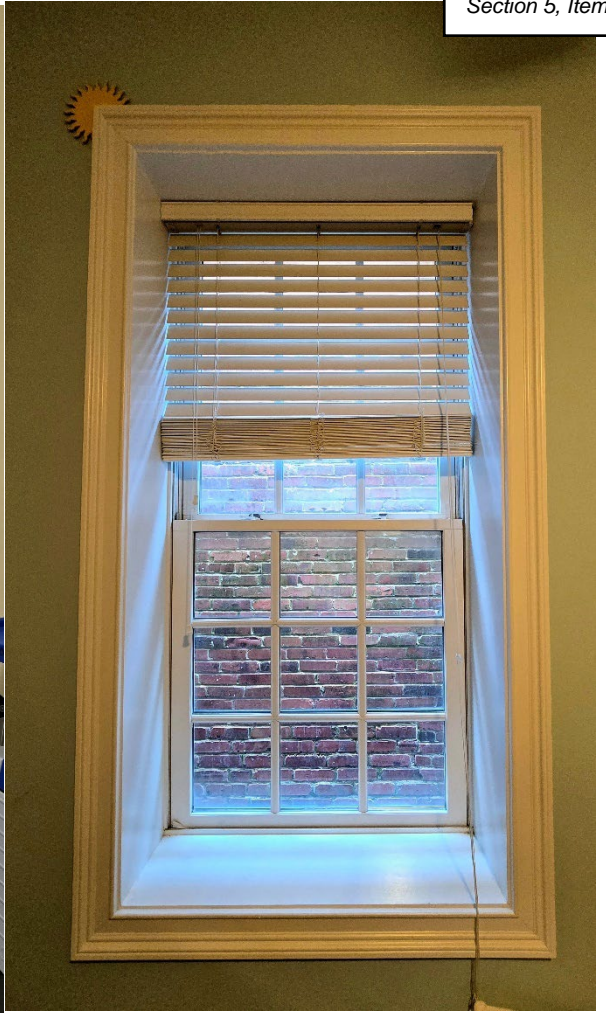
115 Mason Avenue Unit #202 Existing Conditions

Section 5, Item B.

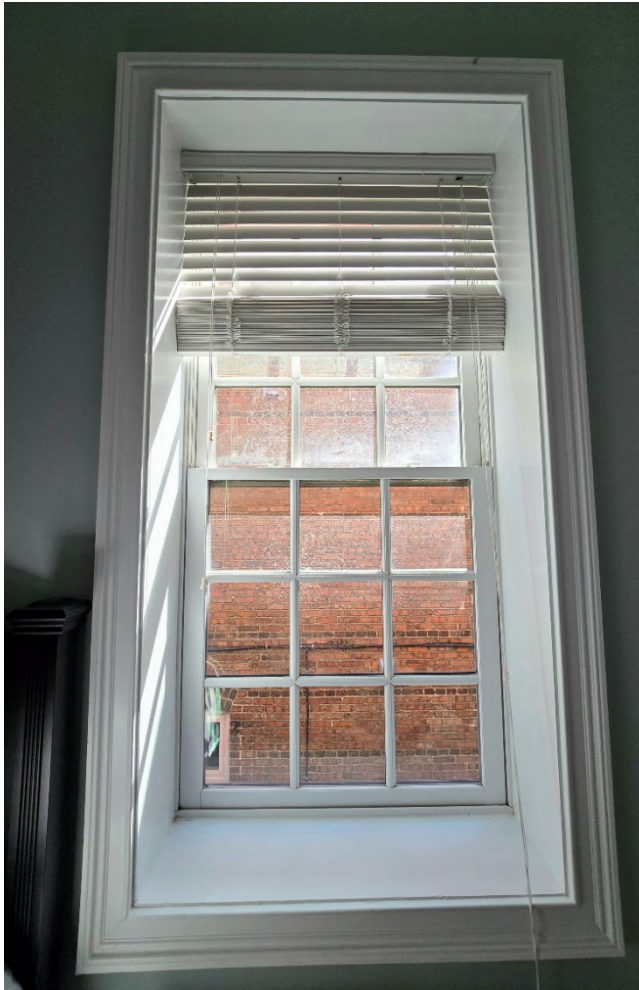




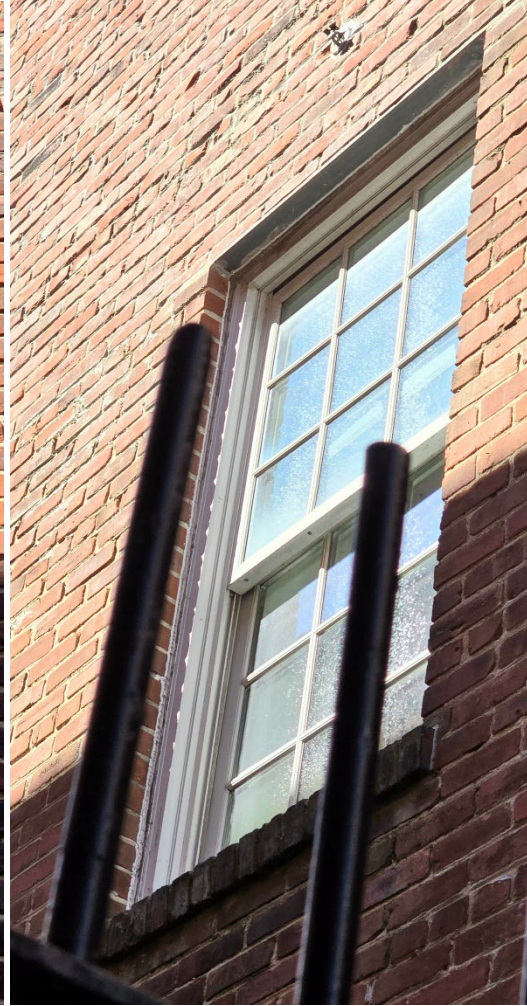














**Series #8900**  
**Double Hung Replacement Window**

- Premium Vinyl Construction with Beautiful, Contemporary Design and Ultimate Performance
- InsulKor™ Polyurethane Enriched Sash Reinforcement
- 3/4" Constant Force Coil Balance for Smooth, Quiet Sash Operation
- Design Pressure (DP) Rated 60 is Standard
- External Accessory Groove for Nail Fin Option
- Low-E Glass with Argon Gas and Warm Edge Spacer System
- Full Screen Standard
- Transferable Limited Lifetime Warranty with Lifetime Insulated Glass Coverage and Lifetime Glass Breakage Warranty

**Available Options:**

Color: White and Almond  
 Interior Laminates: Light Oak, Dark Oak or Cherry (All Available with White Exterior Only)  
 Exterior Paint Colors: Terratone, Clay, Gray, Brick Red, Bronze, Tan, Hunter Green or Dark Chocolate (All Available with White Interior Only)  
 Grid: 5/8" or 1" Contoured, 3/4" or 5/8" Flat, 1-1/8" Simulated Divided Lite, 5/8" Contoured Valance  
 Styles: Picture Windows, 2 and 3-Lite Sliders, Architectural Shapes, Bay/Bows  
 Other: Available with Silent Guard sound control glass system for an STC rating of 34, InsulKor™ Multi-Cavity Foam Filled Frame, R-5 Triple Glaze, Nail Fin



* 1 Grid* Dual Glazed MFR#073 ATRIUM SFP#S: 8900 VINYL Double Hung Low-e Argon ADW-A-356-00031-00002	
<b>ENERGY PERFORMANCE RATINGS</b>	
U-Factor (U.S./I-P)	Solar Heat Gain Coefficient
<b>0.29</b>	<b>0.18</b>
<b>ADDITIONAL PERFORMANCE RATINGS</b>	
Visible Transmittance	Air Leakage (U.S./I-P)
<b>0.42</b>	<b>≤ 0.3</b>
Manufacturer stipulates that these ratings conform to applicable NFRC procedures for determining whole product performance. NFRC ratings are determined for a fixed set of environmental conditions and a specific product size. NFRC does not recommend any product and does not warrant the suitability of any product for any specific use. Consult manufacturer's literature for other product performance information. <a href="http://www.nfrc.org">www.nfrc.org</a>	
ENERGY STAR PARTNER This product is ENERGY STAR Qualified in Highlighted Regions	
This window has been tested in accordance with other AIAA/AMA/NWIDA 101A.S.2-87, 101A.S.2/04F.4C or AAMA/NWIDA/CSA 101A.S.2/04G-05 and has a Design Pressure Pressure of 60. Applies to windows up to 36" X 74" in size.	
+/- <b>DP60</b>	
I-Prod Approval: FL204/3.7 Glazing complies with ASTM E 1300 Core per Lite Glazing Single - Strength Annealed Airspace Single - Strength Annealed	1-DI: Lock Lite Glazing Single - Strength Annealed
SEQUENCE : 00092 DEPT-014 S.O.#07682726 07682726-01-0001-0001 LOAD:76751 MOD:E21 Product Date: 02/28/2017	

**File Attachments for Item:**

C. 550 Madison Avenue



## Historic District Review Board Staff Report

**Agenda Title:** 550 Madison Avenue

**Agenda Date:** October 15, 2025

**Prepared by:** Tracy Outten, Planning/Zoning Assistant – Preservation & Zoning Administrator

**Reviewed By:** Katie H. Nunez, Director of Planning & Zoning Administrator

**Date:** September 19, 2025

**Applicants:** Richard and Susan Burger

**Type Of Application:** Certificate of Appropriateness

**Site Address:** 550 Madison Avenue

**Work to be Performed:** to replace front porch wood turned columns, vinyl turned balustrades, and vinyl turned step railings with vinyl square.

**Tax Map:** 83A3-1-256

**Current Zoning:** R-1

**Lot Size:** 5,400 sq. ft.

**Historic Register:** CONTRIBUTING

*Description: 1910, Folk Victorian*

*Accessory Structure: NA*

**Date Application Received:** September 2, 2025

**Pre-Application Meeting:** August 26, 2025

**Date Application Deemed Complete:** September 2, 2025

**Legal Deadline: HDRB Decision (90 Days from Complete Application):** December 1, 2025

**Overview:**

The applicant is seeking to replace the existing front porch features as follows: (1) columns: 8’11” x 5.5” x 16” turned wood with 8’11” x 5.5” x 22” square vinyl, (2) 39” x 3-1/2” balustrades: turned vinyl with square vinyl, and (3) 39” x 3-1/2” step railing: turned vinyl with square vinyl on the single-family home.

**Aerial Map:****Materials:**

**Columns, Balustrades, Railings:** Vinyl (PVC)

**Staff Analysis:****Zoning Compliance:**

The property is a legal, non-conforming use. The proposed project is seeking to replace the existing front porch turned wood columns with square vinyl and the turned vinyl balustrades with square vinyl, and the turned vinyl front step railing with square vinyl. Zoning Compliance is achieved based upon this application to the HDRB.

Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations.

**Historic District Guidelines:**

*Section 3.1: Architectural Character*

*Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-12 – Folk Victorian)*

*Section 4.4, Page 4-11: Woodwork: Porches and Associated Features*

*Section 5.4.2: Porches*

*Sections 7.1, 7.2, & 7.3: Alternative Materials*

**Staff Recommendation:**

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed replacements are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

Staff is prepared to assist in the development of a motion, if needed.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

If approved, a Certificate of Appropriateness shall expire of its own limitation six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of six (6) months after being commenced.

**Attachments:**

Attachment 1: Application and Supporting Documents

RECEIVED

# Certificate of Appropriateness Application Renovation



Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x31

planningtech@capecharles.org

Revise	Section 5, Item C.
Taxes	✓ Pd RS
Violations	NA
pdcc Fee	\$150
Decision	HDRB

Budget Code: HISTF 100-3100-1100

Budget Code VIOLATIONS: PERMZ 100-3100-1370

## PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

**Minor Exterior Work\*** is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

**Major Exterior Work:** is any alteration of the architectural style of a structure or its significant architectural elements, modifications, additions, and any major or minor work not eligible for administrative review must be reviewed and approved\* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

Note: A pre-application meeting is available upon request prior to submitting this application.

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

- A) Zoning Clearance Application    
 B) Photos of existing condition    
 C) Owner Permission Affidavit  
 D) Payment of COA Fee (Residential – Minor \$75, Major \$150 / \$500 OR Commercial/Commercial Residential - \$1,000)  
 E) Site Plan/Survey    
 F) Material Specifications    
 G) Tree Permit Application

Owner signature: *Richard M. Burger* Date: *8/26/25*

## PART 2: PROPERTY INFORMATION

Property Address: *550 Madison Avenue, Cape Charles, VA* Tax Map #: *83A3-1-256*

Is there an active Certificate of Appropriateness on this property?  No  Yes \_\_\_\_\_ Date Zoning District: *R1*

## PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: *Richard + Susan Burger*

Mailing Address: *550 Madison Ave. Cape Charles, VA 23310*

Phone Number: *410 371 0468*

Email: *richburger530@gmail.com*

## PART 4: APPLICANT INFORMATION

Check here if the applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company:

Mailing Address:

Phone Number:

Email:

**PART 5: PROJECT INFORMATION – Describe in detail proposed work.**

(If any tree removal is being proposed a Tree Permit Application must be completed): *Replacement of rotting wooden front porch posts + vinyl railings. Posts will be replaced with squared, not tooled, wood posts. Vinyl railings will be replaced with squared, not tooled, vinyl balustrades. Photos attached of matching porch designs on nearby homes.*

**PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

Select the type of work to be performed (check all that apply):

- Addition  
  Doors  
  Windows  
  Masonry  
 Porch  
 Roofs  
 Siding  
 Steps/Stoop & Railings  
 Trim Work  
 Fence or Wall  
 Partial demolition  
 Hardscaping  
 Appurtenances  
 Other:

**A. ADDITION**  **Not applicable**      **SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach a diagram; Survey/Site Plan is required):

Stories: \_\_\_\_\_ Building height: \_\_\_\_\_ Footprint: \_\_\_\_\_ Gross square footage: \_\_\_\_\_

Complete all sections below that apply to your addition and supply elevation drawings.

**B. ROOF**  **Not applicable**      **SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work:  New    Repair % of roof structure \_\_\_\_    Reroofing: In kind \_\_\_\_ Different in style or material \_\_\_\_  
 Add/Repair Gutters and downspouts    Solar Panels    Other Solar Installation

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work:
Existing Material:	Proposed Material:
Pitch:	Pitch:
<b>Gutters &amp; Downspouts:</b> (Pictures of Location & Material Specs)	<b>Solar:</b> (Pictures of Location & Material Specs)
Proposed Work:	Proposed Work:
Proposed Material:	Proposed Material:

Other / Additional Notes:

**C. DOORS**  **Not applicable**      **SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_ Different in style or material \_\_\_\_

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

Existing Door	Proposed Door
Door 1: <b>Complete a separate Section C for each door being modified.</b> Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Existing Material:	Proposed Material:
Dimensions: Width _____ Height _____	Dimensions: Width _____ Height _____
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels):

Indicate the reason for change:

**D. WINDOWS**  Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Number of windows to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_\_ Different in style or material \_\_\_\_\_

**Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"**

Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.

Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Existing Material:	Proposed Material:
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material:	Proposed Material:
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material:	Proposed Material:
Shutters: Original: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change:	

**E. PORCHES**  Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

**New materials should match the historic material, composition, shape, size, and other visual qualities.**

Work to be done:  Repair flooring  Repair ceiling  Repair columns  Repair/Add Skirting  Repair/Add Screening  
 Flooring =  Alter  Replace  Repair  Columns =  Alter  Replace  Repair  
 Balustrade =  Alter  Replace  Repair  Ceiling =  Replace  Repair  Skirting =  New  Replace  Repair

Location (Attach pictures for all work including existing and proposed; Survey may be requested):

**FLOORBOARDS:** Number of boards to be: \_\_\_\_\_ Repaired \_\_\_\_\_ Replaced \_\_\_\_\_ Altered  
**Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.**

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____
CEILING	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
COLUMNS	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input checked="" type="checkbox"/> Not Sure	Proposed
Existing Material & Design: <i>Wood - Tooled</i>	Proposed Material & Design: <i>Wood - Square</i>
Existing Dimensions: Height: <i>8'11"</i> Width: <i>5.5"</i> Diameter: <i>16 Tooled 22 square</i>	Proposed Dimensions: Height: <i>8'11"</i> Width: <i>5.5"</i> Diameter: <i>22 square</i>

CONTINUE COMPLETING THIS SECTION ON PAGE 4

BALUSTRADE

Existing Condition:  Original  Not Original  Not Sure

Proposed

Existing Material: Vinyl

Proposed Material: Vinyl

Existing Dimensions: Height: 39" Width: 3 1/2" Diameter: X

Proposed Dimensions: Height: 39" Width: 3 1/2" Diameter:

Existing Style / Design: Tooled

Proposed Style / Design: Squared

26.66 feet of railing/balustrade total.

SCREENING

Existing Condition:  Original  Not Original  Not Sure

Proposed Work:  New  Replace  Repair

Existing Material:

Proposed Material:

SKIRTING

Existing Condition:  Original  Not Original  Not Sure

Proposed Work:  New  Replace  Repair

Existing Material:

Proposed Material:

If replacing any item above, indicate the reason for replacement:

Rotting Columns, weathered railings/balustrade/spindles

If altering any item above, describe any proposed change (material, size, etc.):

Material remains the same. Columns, balustrade/railings squared to conform with neighboring homes

F. STEPS/STOOPS/RAILINGS  Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach pictures; Survey may be requested):

Number of Steps to be:  Repaired  Replaced  Altered

Existing Condition:  Original  Not Original  Not Sure

Proposed

Existing Material:

Proposed Material:

Dimensions: Rise: Run: Tread Width:

Dimensions: Rise: Run: Tread Width:

If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):

Stoop to be:  Repaired  Replaced  Altered

Existing Condition:  Original  Not Original  Not Sure

Proposed

Existing Material & Size:

Proposed Material & Size:

If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):

Number of Railings to be:  Repaired  Replaced  Altered

Location (Attach pictures; Survey may be requested):

Existing Condition:  Original  Not Original  Not Sure

Proposed

Existing Material: Vinyl

Proposed Material: Vinyl

Existing Dimensions: Height: 39" Width: 3 1/2" Diameter:

Proposed Dimensions: Height: 39" Width: 3 1/2" Diameter:

Existing Style / Design: Tooled

Proposed Style / Design: Squared

If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):

To match railing/balustrade/spindles on deck - see above 64" length on each side of steps

<b>G. SIDING</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Full Re-Siding (same material) <input type="checkbox"/> Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
<b>Existing Siding</b>		<b>Proposed Siding</b>	
Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure			
Existing Material:		Proposed Material:	
Dimensions: Thickness:	Width:	Dimensions: Thickness:	Width:
Indicate the reason for change, e.g., underlying material condition, rot:			
<b>H. TRIM WORK</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Alteration			
Location (Attach diagram & pictures):			
<b>Existing Trim</b>		<b>Proposed Trim</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure			
Existing Material:		Proposed Material:	
Dimensions: Width:	Height:	Dimensions: Width:	Height:    Depth:
Style / Design:		Style / Design:	
Reason for repair or alteration (change of material or design):			
<b>I. MASONRY</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Type of work: <input type="checkbox"/> New foundation <input type="checkbox"/> Substantial Reconstruction <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing			
Location (Attach diagram & pictures):			
<b>Existing Masonry</b>		<b>Proposed Masonry</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: (Unpainted masonry cannot be painted.)			
<b>Existing Chimney</b>		<b>Proposed Chimney</b>	
Show location and document conditions with photographs		<input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap	
Indicate the reason for change and materials:			
<b>J. HARDSCAPING</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 9.1 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Location (Attach Site Plan/Survey & pictures):			
<input type="checkbox"/> Driveway:	Length:	Width:	Materials:
<input type="checkbox"/> Walkway:	Length:	Width:	Materials:
<input type="checkbox"/> Other Paving:	Length:	Width:	Materials:

**K. FENCE OR WALL**  Not applicable SEE SECTION 9.2 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work:  New  Repair % of structure \_\_\_\_  Replace In kind \_\_\_\_  Different in style or material \_\_\_\_

Location (include survey showing location, setbacks, and height)

Existing Material:	Proposed Material
Height:	Height:
Describe the style:	Describe the style:

**L. DECKS & PATIOS**  Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach Site Plan/Survey & pictures):

<input type="checkbox"/> Deck: Length: _____ Width: _____ Materials: _____
<input type="checkbox"/> Patio: Length: _____ Width: _____ Materials: _____

**M. APPURTENCES**  Not applicable SEE SECTION 9.4 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach Site Plan/Survey & pictures):

New  Repair  Replacing  Other:

Outdoor Shower: <input type="checkbox"/> Enclosed Length: _____ Width: _____
Material: _____ Foot Pad Material: _____
Other, describe: _____
Dimensions: _____ Material _____
Other: _____
Dimensions: _____ Material _____

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.

Applicant's signature: *Russell Bury*

Date: 8/26/25

Zoning Administrator's signature: \_\_\_\_\_

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

Zoning Ordinance Article VIII Section: \_\_\_\_\_

## Photo Documentation for Repairs/Replacement of Front Porch Columns and Railings at 550 Madison Avenue

550 Madison, Front View



Rotting Porch Columns: Left, Left Center, Right Center



554 and 546 Madison. Please note square columns and square railing/balustrade posts. *+spindles*



548 Madison. Tooled support columns, but squared railings/balustrade posts. *+spindles*



W & K Construction, LLC.  
Wayne Reed  
3191 Main Street - P.O. BOX 1335  
Exmore, VA 23350

## W &amp; K INVOICE

Invoice#

Bill To:  
RICHARD  
550 MADISON AVE  
CAPE CHARLES, VA 23310

Invoice Date: 9/5/2025  
Due Date: 9/5/2025

#	Description	Qty	Amount	Balance
1	STEP1- REMOVE EXISTING POSTS AND HANDRAILS ON FRONT PORCH BY HEADING OFF CORNERS AND JACKING THEM UP TO REMOVE THE OLD POSTS	1	1666.66	1666.66
2	STEP2- ONCE POSTS ARE OUT THE WAY AND HANDRAILS WE WILL INSTALL 6X6 PRESSURE TREATED POSTS IN PLACE THEN LOWER THE ROOF LINE BACK DOWN TO SIT ON THEM PROPERLY	1	1666.66	1666.66
	STEP3- ONCE POSTS ARE IN WE WILL WRAP THEM WITH A PREPARED DRIED KILNED BOARDS TO A FINISH AND ONCE THATS DONE WE WILL INSTALL NEW PVC HAND RAIL SYSTEM	1	1666.66	1666.66
	LABOR AND MATERIALS INCLUDED	1	0	0.00
	Sub Total			4999.98
	Total			54999.9

## Contact Information

Phone: (757) 678-2185 - email: Waynereed46@gmail.com

THANK YOU FOR YOUR BUSINESS!

## &amp; Conditions

Checks payable to W & K Construction, LLC

Call A  
"S"

**File Attachments for Item:**

D. 537 Mason Avenue - to demolish the existing front porch and construct a new front porch on the single-family home.



# Historic District Review Board Staff Report

**Agenda Title:** 537 Mason Avenue

**Agenda Date:** October 15, 2025

**Prepared by:** Tracy Outten, Planning/Zoning Assistant – Preservation & Zoning Administrator

**Reviewed By:** Katie H. Nunez, Director of Planning & Zoning Administrator

**Date:** September 26, 2025

**Applicants:** Dorothy M. Butler

**Type Of Application:** Certificate of Appropriateness

**Site Address:** 537 Mason Avenue

**Work to be Performed:** to demolish the existing front porch and construct a new front porch

**Tax Map:** 83A3-1-570

**Current Zoning:** R-1

**Lot Size:** 5,600 sq. ft.

**Historic Register:** CONTRIBUTING

*Description: 1920, Folk Victorian*

*Accessory Structure: Shed, Non-Contributing*

**Date Application Received:** September 12, 2025

**Pre-Application Meeting:** October 15, 2025

**Date Application Deemed Complete:** September 12, 2025

**Legal Deadline: HDRB Decision (90 Days from Complete Application):** December 12, 2025

**Overview:**

The applicant is seeking to demolish the existing front porch and construct a new front porch of the same size, style, and materials on the single-family home.

**Aerial Map:**



**Materials:**

**Front Porch Pitch 15:12;** Roof: Asphalt Shingle; Ceiling: Wood; Corbels: Wood; Flooring: 8-1/2" x 4" x 1-1/2" Wood; Columns: 8' x 21-1/2" Turned Wood; Balustrades & Railings: 3' 5" x 7' 7" x 1-1/2" Square Wood; Skirting: Wood Lattice

**Staff Analysis:**

**Zoning Compliance:**

The property is a legal, conforming use. The proposed project is seeking to replace the existing front porch turned wood columns with square vinyl and the turned vinyl balustrades with square vinyl, and the turned vinyl front step railing with square vinyl. Zoning Compliance is achieved based upon this application to the HDRB.

Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations.

**Historic District Guidelines:**

*Section 3.1: Architectural Character*

*Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-12 – Folk Victorian)*

*Sections 4.2 and 5.2: Roofs*

*Section 4.4, Page 4-11: Woodwork: Porches and Associated Features*

*Section 5.4.2: Porches*

**Staff Recommendation:**

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed demolition and new construction are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

Staff is prepared to assist in the development of a motion, if needed.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

If approved, a Certificate of Appropriateness shall expire of its own limitation six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of six (6) months after being commenced.

**Attachments:**

Attachment 1: Application and Supporting Documents

RECEIVED  
9/12/2025

Section 5, Item D.

Revised 12/2024

Taxes	IRS
Violations	NA
Fee	1659 \$500
Decision	HDRB



# Certificate of Appropriateness Application Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x31

planningtech@capecharles.org

Budget Code: HISTF 100-3100-1100

Budget Code VIOLATIONS: PERMZ 100-3100-1370

### PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

**Minor Exterior Work\*** is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

**Major Exterior Work:** is any alteration of the architectural style of a structure or its significant architectural elements, modifications, additions, and any major or minor work not eligible for administrative review must be reviewed and approved\* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

- A) Zoning Clearance Application
- B) Photos of existing condition
- C) Owner Permission Affidavit
- D) Payment of COA Fee (Residential – Minor \$75, Major \$150 / \$500 OR Commercial/Commercial Residential - \$1,000)
- E) Site Plan/Survey
- F) Material Specifications
- G) Tree Permit Application

Owner signature: \_\_\_\_\_

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

### PART 2: PROPERTY INFORMATION

Property Address: 537 MASON AVENUE, CAPE CHARLES, VA 23310

Tax Map #: 83A3-1-570

Is there an active Certificate of Appropriateness on this property?  No  Yes \_\_\_\_\_ Date

Zoning District: CR

### PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: DOROTHY M. BUTLER

Mailing Address: P.O. BOX 134, CAPE CHARLES, VA 23310

Phone Number: 757-678-6810

Email: dbmarlana@aol.com

### PART 4: APPLICANT INFORMATION

Check here if the applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company: DOROTHY M. BUTLER

Mailing Address: P.O. Box 134, CAPE CHARLES, VA 23310

Phone Number: 757-678-6810

Email: dbmarlana@aol.com

**PART 5: PROJECT INFORMATION – Describe in detail proposed work.**

(If any tree removal is being proposed a Tree Permit Application must be completed):  
 DEMOLITION OF the old front porch, Floor, RAILINGS, Porch trim, MOULDING, Balustrades, handrails on entrance steps, PORCH CEILING completely because the porch has deteriorated beyond repair. Porch rebuilt in style as the original porch style, but the ceiling will be a new style. The new porch will be covered by the original roof unless it needs to be replaced or repaired. It will be checked to make sure it is safe. If not safe, repaired or replaced. The roof/porch ceiling will be replaced. The new porch will have new floor boards, ceiling, railings, columns, posts trim, skirting, handrails, trim, moulding.

**PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

Select the type of work to be performed (check all that apply):

- Addition  
  Doors  
  Windows  
  Masonry  
 Porch  
 Roofs  
 Siding  
 Steps/Stoop & Railings  
 Trim Work  
 Fence or Wall  
 Partial demolition  
 Hardscaping  
 Appurtenances  
 Other:

**A. ADDITION**  Not applicable      **SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach a diagram; Survey/Site Plan is required): *Porch (built as the original porch)*

Stories: *2*      Building height: *24ft est.*      Footprint: *48.2 x 26.1*      Gross square footage: *5,600*

Complete all sections below that apply to your addition and supply elevation drawings.

**B. ROOF**  Not applicable      **SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work:  New     Repair % of roof structure \_\_\_\_     Reroofing: In kind \_\_\_\_ Different in style or material   
 Add/Repair Gutters and downspouts     Solar Panels     Other Solar Installation

Location (Pictures of existing condition): *Roof OVER the porch SECTION (area)*

Existing Roof	Proposed Roof
Existing Condition: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <i>Replaced roof wood and the roof shingles.</i>
Existing Material: <i>Asphalt shingles - architectural</i>	Proposed Material: <i>Asphalt shingles</i>
Pitch: <i>15/12</i> <i>51.34 degrees</i>	Pitch: <i>15/12</i> <i>51.34 degrees</i>
Gutters & Downspouts: (Pictures of Location & Material Specs)	Solar: (Pictures of Location & Material Specs)
Proposed Work:	Proposed Work:
Proposed Material:	Proposed Material:
Other / Additional Notes:	

**C. DOORS**  Not applicable      **SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_ Different in style or material \_\_\_\_

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

Existing Door	Proposed Door
Door 1: Complete a separate Section C for each door being modified. Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Existing Material:	Proposed Material:
Dimensions: Width _____ Height _____	Dimensions: Width _____ Height _____
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels):

Indicate the reason for change:

**D. WINDOWS**  Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Number of windows to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_\_ Different in style or material \_\_\_\_\_

**Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"**

Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.

Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Existing Material: _____	Proposed Material: _____
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material: _____	Proposed Material: _____
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material: _____	Proposed Material: _____
Shutters: Original: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture)
Existing Material: _____	Proposed Material: _____
Indicate the reason for change:	

**E. PORCHES**  Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

**New materials should match the historic material, composition, shape, size, and other visual qualities.**

Work to be done:  Repair flooring  Repair ceiling  Repair columns  Repair/Add Skirting  Repair/Add Screening  
 Flooring =  Alter  Replace  Repair  Columns =  Alter  Replace  Repair  
 Balustrade =  Alter  Replace  Repair  Ceiling =  Replace  Repair  Skirting =  New  Replace  Repair

Location (Attach pictures for all work including existing and proposed; Survey may be requested):

**FLOORBOARDS:** Number of boards to be: \_\_\_\_\_ Repaired 46 Replaced \_\_\_\_\_ Altered \_\_\_\_\_

Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input checked="" type="checkbox"/> Not Sure	Proposed
Existing Material: <u>Wood</u>	Proposed Material: <u>Wood</u>
Dimensions: Length: <u>8 1/2 Ft</u> Width: <u>3 1/2" W</u> Depth: <u>3/4 inch</u>	Dimensions: Length: <u>8 1/2 Ft</u> Width: <u>4 inch</u> Depth: <u>1 1/2 inches</u>

**CEILING**

Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: <u>Vinyl type? OR wood</u>	Proposed Material: <u>Wood</u>

**COLUMNS**

Existing Condition: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Design: <u>Wood</u>	Proposed Material & Design: <u>Wood</u>
Existing Dimensions: Height: <u>8 Ft</u> Width: _____ Diameter: <u>2 1/2" inch</u>	Proposed Dimensions: Height: <u>8 Ft</u> Width: _____ Diameter: <u>2 1/2" inch</u>

CONTINUE COMPLETING THIS SECTION ON PAGE 4

BALUSTRADE	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input checked="" type="checkbox"/> Not Sure	Proposed
Existing Material: <u>Wood</u>	Proposed Material: <u>Wood</u>
Existing Dimensions: Height: <sup>2ft</sup> 5in Width: <sup>7ft</sup> 7in Diameter: <sup>1 1/2 in</sup> 1 1/2 in	Proposed Dimensions: Height: <sup>3ft</sup> 5in Width: <sup>7ft</sup> 7in Diameter: <sup>1 1/2 in</sup> 1 1/2 in
Existing Style / Design: <u>Colonial style and modern mixed</u>	Proposed Style / Design:
SCREENING	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material:
SKIRTING	
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input checked="" type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material: <u>Wood</u>	Proposed Material: <u>Wood</u>
If replacing any item above, indicate the reason for replacement: <u>Deteriorated from weather. I am not sure it can be salvaged.</u>	
If altering any item above, describe any proposed change (material, size, etc.): <u>It will be the same size as original if possible. Material: wood.</u>	
<b>F. STEPS/STOOPS/RAILINGS</b> <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach pictures; Survey may be requested):	
Number of Steps to be: _____ Repaired _____ Replaced _____ Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Rise: _____ Run: _____ Tread Width: _____	Dimensions: Rise: _____ Run: _____ Tread Width: _____
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Stoop to be: _____ Repaired _____ Replaced _____ Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Size:	Proposed Material & Size:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired <input checked="" type="checkbox"/> Replaced _____ Altered	
Location (Attach pictures; Survey may be requested): <u>Porch and handrailings</u>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input checked="" type="checkbox"/> Not Sure	Proposed
Existing Material: <u>Wood</u>	Proposed Material: <u>Wood</u>
Existing Dimensions: Height: <sup>2ft</sup> 2in Width: <sup>7ft</sup> 7in Diameter: <sup>1 1/2 in</sup> 1 1/2 in	Proposed Dimensions: Height: <sup>3ft</sup> 5in Width: <sup>7ft</sup> 7in Diameter: <sup>1 1/2 in</sup> 1 1/2 in
Existing Style / Design: <u>vertical square</u>	Proposed Style / Design: <u>vertical square</u>
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <u>IF NOT salvageable, the railings will be replaced. The same style as the railing is now will be the new style. Materials maybe PVC, OR vinyl or wood. ON THE STEPS Replaced with TREX OR AZEK style.</u>	

<b>G. SIDING</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Full Re-Siding (same material) <input type="checkbox"/> Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
<b>Existing Siding</b>		<b>Proposed Siding</b>	
Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure			
Existing Material:		Proposed Material:	
Dimensions: Thickness:	Width:	Dimensions: Thickness:	Width:
Indicate the reason for change, e.g., underlying material condition, rot:			
<b>H. TRIM WORK</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Alteration			
Location (Attach diagram & pictures):			
<b>Existing Trim</b>		<b>Proposed Trim</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure			
Existing Material:		Proposed Material:	
Dimensions: Width:	Height:	Depth:	Dimensions: Width:    Height:    Depth:
Style / Design:		Style / Design:	
Reason for repair or alteration (change of material or design):			
<b>I. MASONRY</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Type of work: <input type="checkbox"/> New foundation <input type="checkbox"/> Substantial Reconstruction <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing			
Location (Attach diagram & pictures):			
<b>Existing Masonry</b>		<b>Proposed Masonry</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: (Unpainted masonry cannot be painted.)			
<b>Existing Chimney</b>		<b>Proposed Chimney</b>	
Show location and document conditions with photographs		<input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap	
Indicate the reason for change and materials:			
<b>J. HARDSCAPING</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 9.1 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Location (Attach Site Plan/Survey & pictures):			
<input type="checkbox"/> Driveway:	Length:	Width:	Materials:
<input type="checkbox"/> Walkway:	Length:	Width:	Materials:
<input type="checkbox"/> Other Paving:	Length:	Width:	Materials:

**K. FENCE OR WALL**    Not applicable   **SEE SECTION 9.2 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work:    New    Repair % of structure \_\_\_\_    Replace In kind \_\_\_\_    Different in style or material \_\_\_\_

Location (include survey showing location, setbacks, and height)

Existing Material:	Proposed Material
Height:	Height:
Describe the style:	Describe the style:

**L. DECKS & PATIOS**    Not applicable   **SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach Site Plan/Survey & pictures):

<input type="checkbox"/> Deck:	Length:	Width:	Materials:
<input type="checkbox"/> Patio:	Length:	Width:	Materials:

**M. APPURTENCES**    Not applicable   **SEE SECTION 9.4 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach Site Plan/Survey & pictures):

New    Repair    Replacing    Other:

Outdoor Shower:    Enclosed   Length:   Width:

Material:	Foot Pad Material:
Other, describe:	
Dimensions:	Material
Other:	
Dimensions:	Material

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.

Applicant's signature: Dorothy M. Butler      Date: 9-12-2025

Zoning Administrator's signature: \_\_\_\_\_      Date: \_\_\_\_\_

Zoning Ordinance Article VIII Section: \_\_\_\_\_



# Owner Affidavit for Permission to Represent

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x31

[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 03	Section 5, Item D.
Taxes	
Violations	
Fees	
Decision	

PART 1. APPLICATION NOTES	
Use this form to give permission for a contractor, architect, or other individual to represent the owner of a property in matters within the Town of Cape Charles.	
PART 2: PROPERTY INFORMATION	
Property Address: 537 MASON AVENUE, CAPE CHARLES, VA 23310	Tax Map #: 83A3-1-570
PART 3: PROPERTY OWNER INFORMATION	
Name and/or Company: DOROTHY M. BUTLER	
Mailing Address: P.O. Box 134, CAPE CHARLES, VA 23310	
Phone Number: 757-678-6810	Email: dbmarlana@aol.com
I hereby give authority to the following representative to act on my behalf on the following matter: EXPLAIN HIS COMPANY PLANS FOR THE WORK HE IS DOING ON MY HOUSE.	
PART 4: REPRESENTATIVE INFORMATION	
Name and/or Company: MATTHEW D. HART / HART CONSTRUCTION COMPANY LLC.	
Mailing Address: 25526 EAST MAIN STREET, ONLEY, VIRGINIA 23418	
Phone Number: (757) 710-4145	Email: ?
<input type="checkbox"/> to file documents on my behalf	<input checked="" type="checkbox"/> To represent me in meetings with Town officials
Name and/or Company: MATTHEW D. HART / HART CONSTRUCTION COMPANY LLC.	
Mailing Address: 25526 EAST MAIN STREET, ONLEY, VIRGINIA 23418	
Phone Number: (757) 710-4145	Email: ?
<input type="checkbox"/> to file documents on my behalf	<input checked="" type="checkbox"/> To represent me in meetings with Town officials

Signature of owner: Dorothy M. Butler Date: 9-12-2025

State of Virginia, County of Northampton The foregoing instrument was acknowledged before me this 12th day of September 2025, by Dorothy M. Butler (name of person acknowledged)

Signature of Notarial Officer: Mptmedity

Notary Registration number: 00280830

My commission expires: 10/31/28



THIS IS TO CERTIFY THAT ON 6 MAY 1998, WE SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN ON THIS PLAT. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND DOES NOT THEREFORE NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.

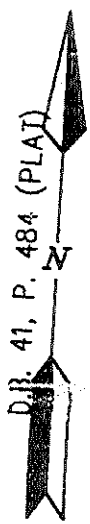
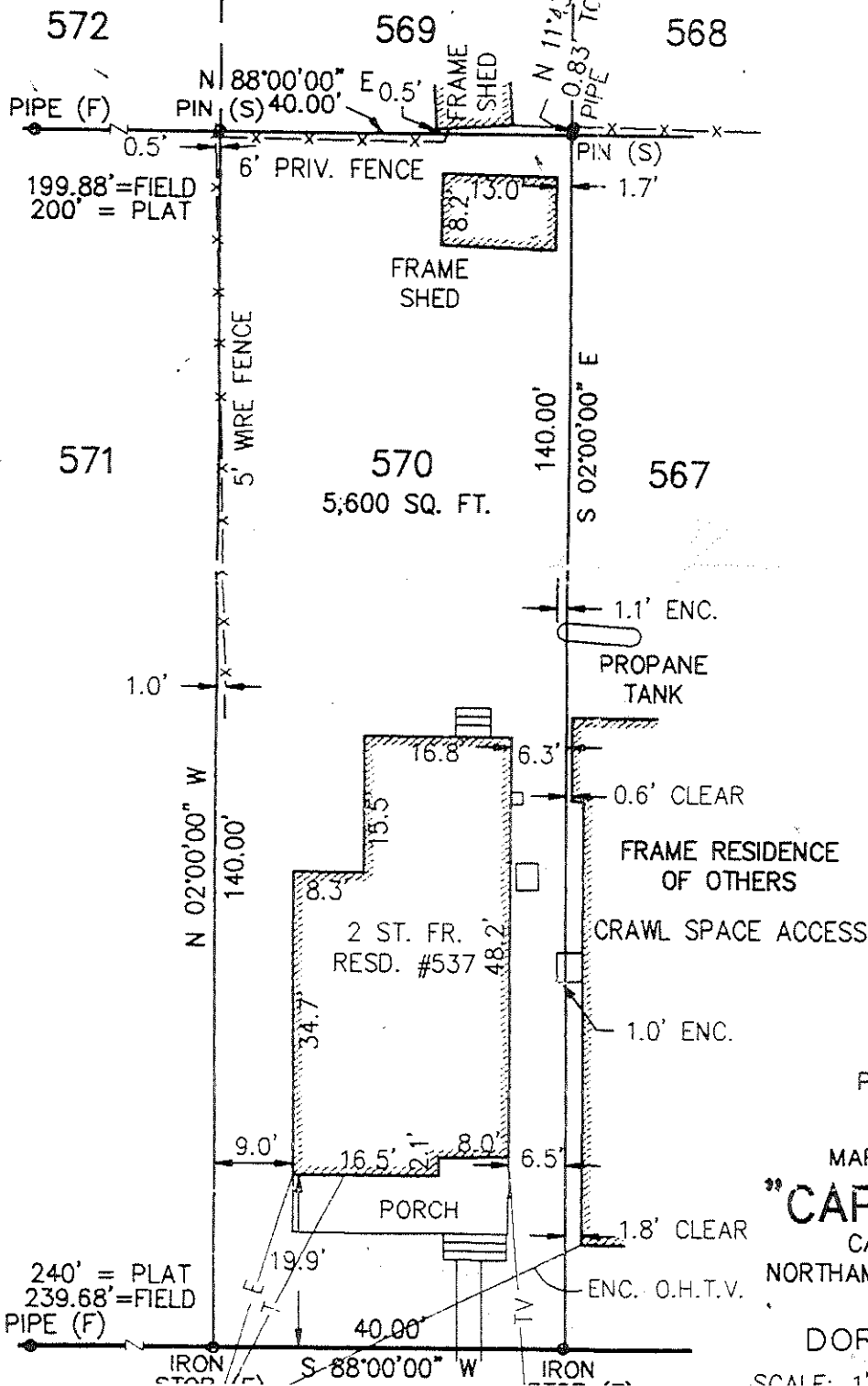
EASTERN SHORE SURVEYORS

THIS PROPERTY IS LOCATED ON TAX MAP 83A3 - 1 - PARCEL 570.

BY: *James B. Latimer, II*  
COMMONWEALTH OF VIRGINIA  
JAMES B. LATIMER, II  
MAY 7 1998  
No. 1990  
LAND SURVEYOR

SOURCE OF TITLE: CURRENT OWNERS:  
D.B. 179, P. 288 JAMES T. MELBOURNE  
D.B. 41, P. 484 (PLAT)

THE PROPERTY SHOWN HEREON APPEARS TO FALL INSIDE ZONE(S) B AS SHOWN ON F.E.M.A. FLOOD HAZARD MAP PANEL NO. 31010E 0001 B DATED: FEBRUARY 2, 1983.



PHYSICAL SURVEY  
LOT 570  
MAP OF THE TOWN OF  
"CAPE CHARLES"  
CAPEVILLE DISTRICT  
NORTHAMPTON COUNTY, VIRGINIA  
MADE FOR  
DOROTHY BUTLER  
SCALE: 1" = 20' 6 MAY 1998

**537 Mason Avenue Existing Conditions**

*Section 5, Item D.*

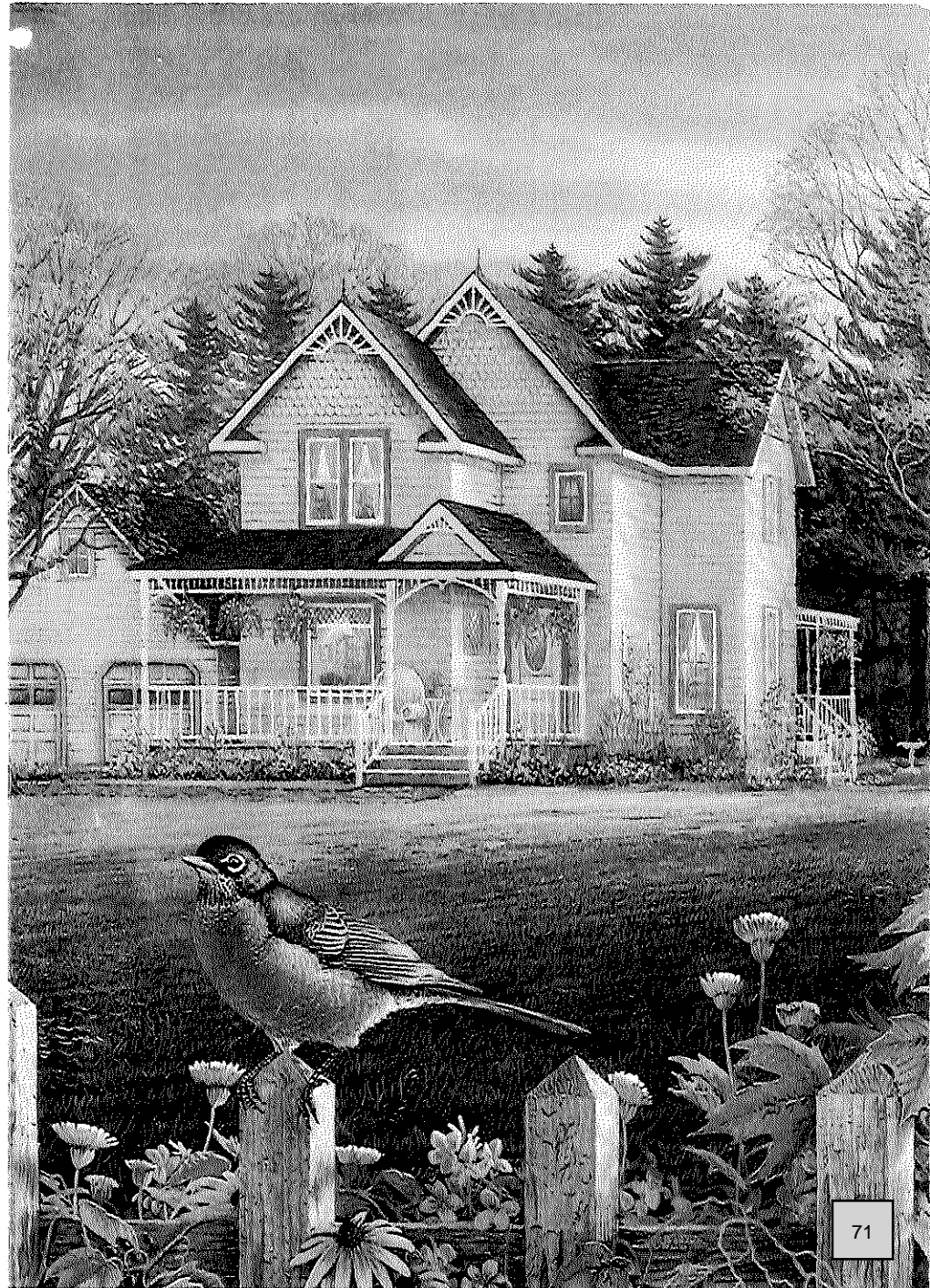












4388 Map ID 083A3-01-00-000057C Bldg # 1 Bldg Name Sec # 1 of 1 Card # 1 of 1 State Use 100R Print Date 2/28/2022 4:46:19 PM

CONSTRUCTION DETAIL (CONTINUED)		
Element	Cd	Description
Half Baths	1	
Extra Fixtures		
Basement Area		
FPL Openings	0	
Sand Shower		
Ttl Living Area	1648	
MIXED USE		
Code	Description	Percentage
100R	SFD - Urban Res	100
		0
		0
COST / MARKET VALUATION		
Base Rate		82.00
RCN		262,219
Net Other Adj		23,359
RCN		262,219
AYB		1920
Effective Year Built		1985
Condition Grade		A
Remodel Rating		
Year Remodeled		1991
EYB DPR		21
Functional Obsol		
Economic Obsol		
Cost Trend Factor		1
Condition		
% Complete		79
RCNLD		207,200
Dep % Ovr		
Dep Ovr Comment		
Misc Imp Ovr		
Misc Imp Ovr Comment		
Cost to Cure Ovr		
Cost to Cure Ovr Comment		

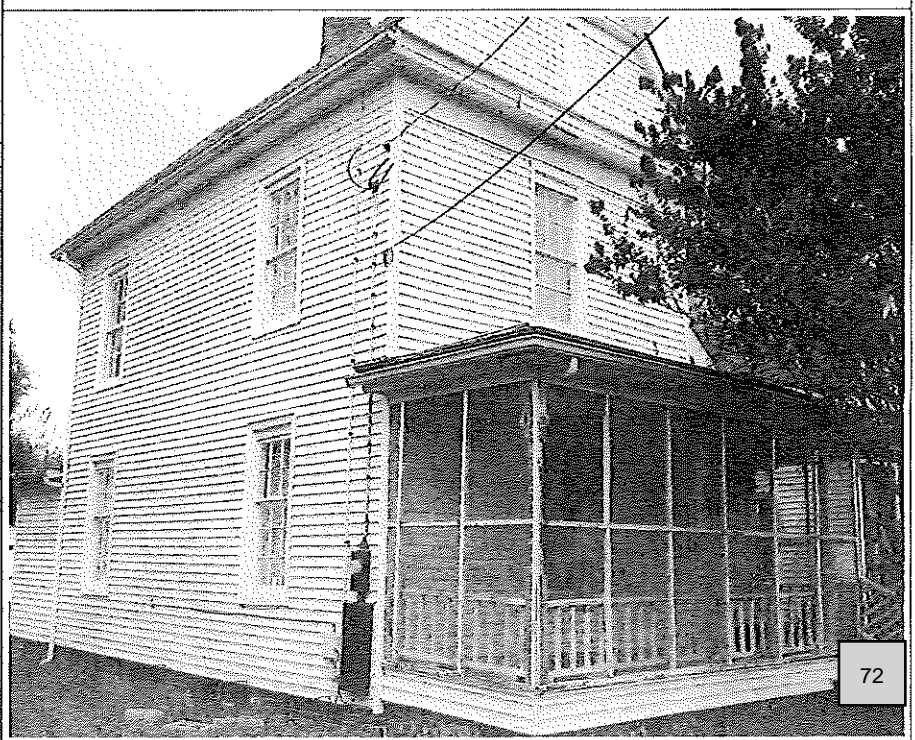
SF2  
(640 sf)

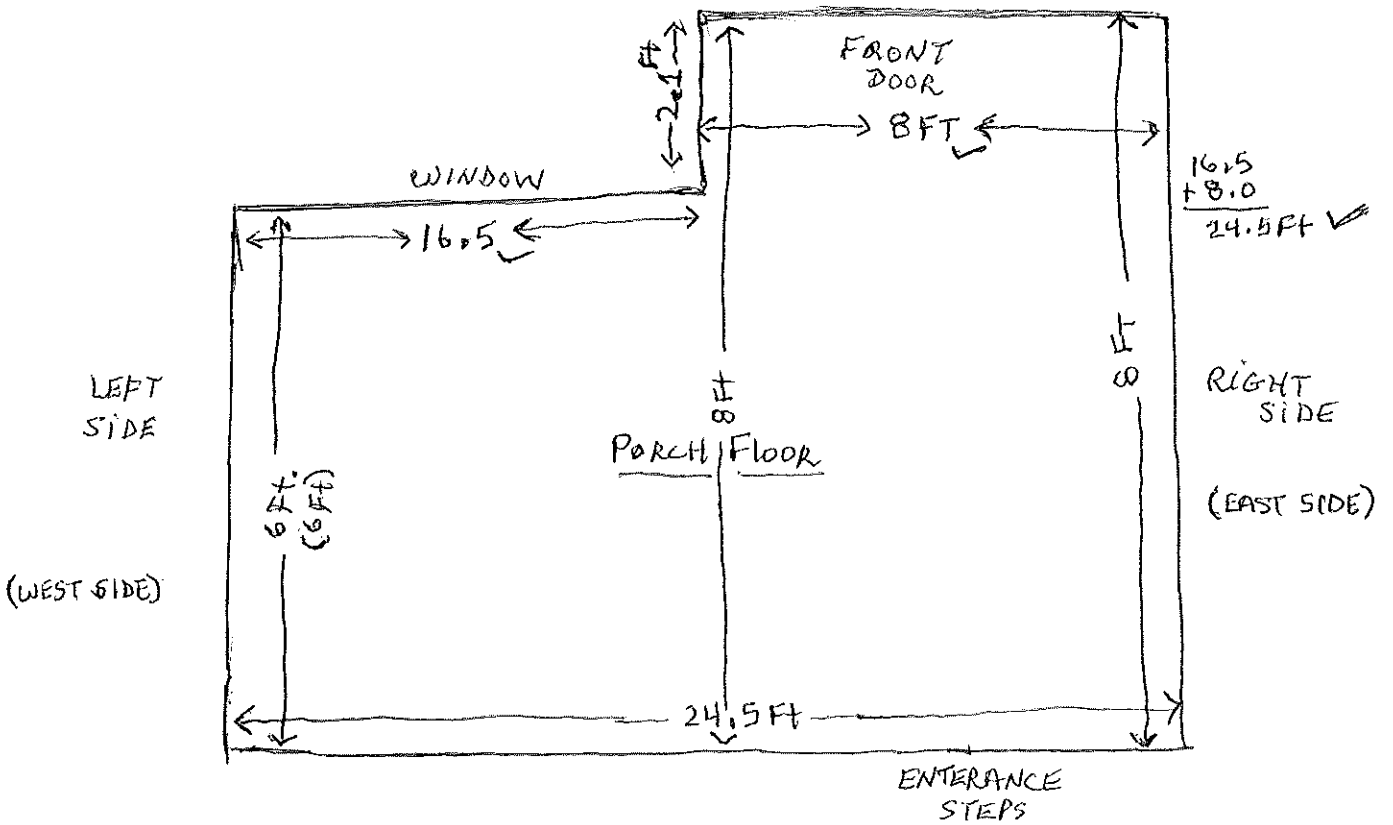
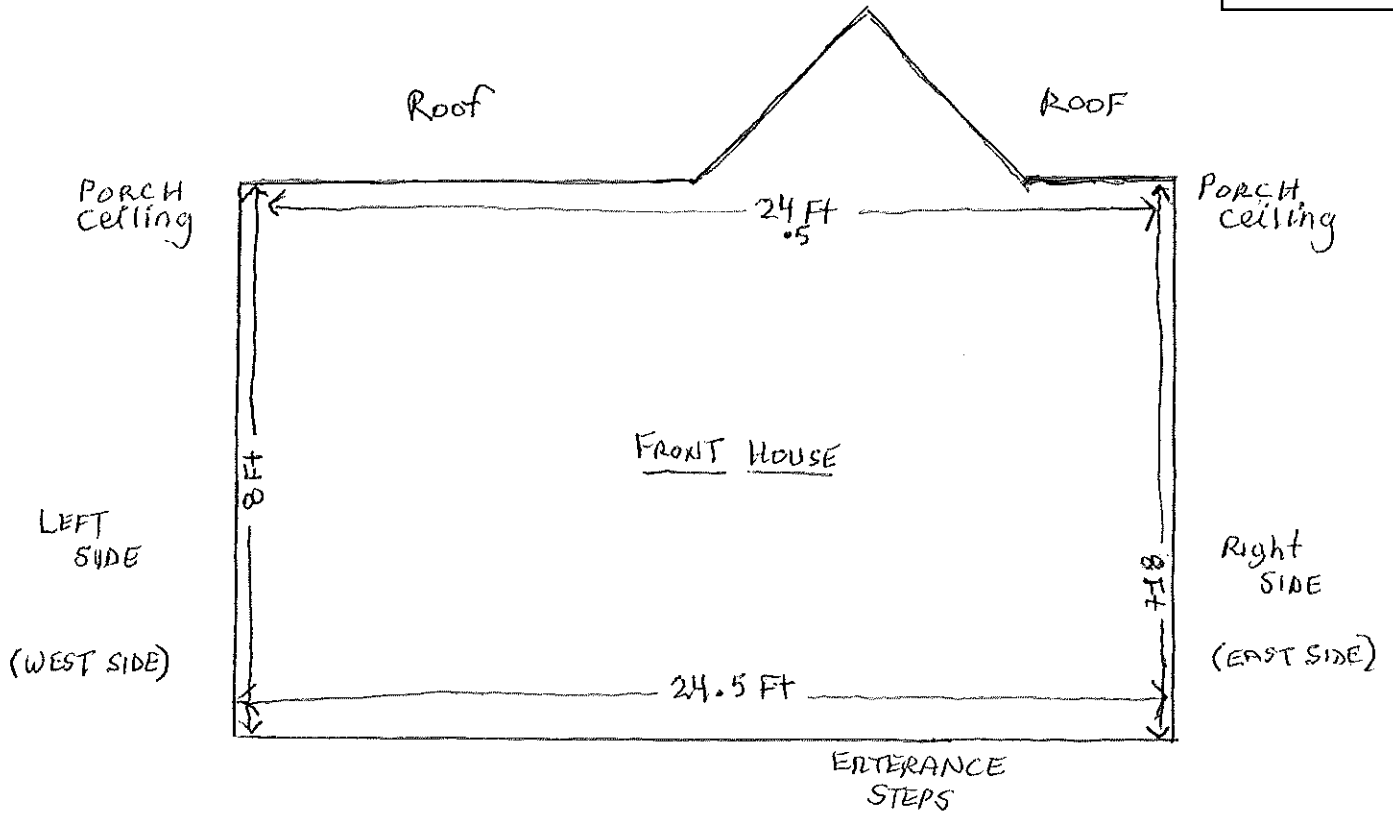
SFD  
(368 sf)

FSP  
(184 sf)

ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)								
ts	Unit Price	Year	%	Dep R	Cond	Qu	Adj	Apprais Va
1	300.00	1920	79	1.00	A	19	1.00	200
14	1.40	1920	100	0.00	A	29	1.00	500

SUB-AREA SUMMARY SECTION					
LIVING	GROSS	EFF AR	Unit Cost	Undeprec Value	
0	184		0.00	0	
1,280	640		289.88	185,523	
368	368		144.94	53,338	
1,648	1,192				





537 MASON AVENUE  
CAPE CHARLES, VA 23310

TAX MAP # 83A3-1-570  
ZONING DISTRICT: CR

D Butler

196 sq ft

$$8^{\text{ft}} \times 24.5^{\text{ft}} = 196$$

Length  $\times$  wide = Sq. Ft.

~~24.5 x 8~~

(Basic Porch) cost: \$250 - \$600+ per square foot

✓ Using

200 square feet

8ft x 25 ft

approx \$1,000. to \$2,500.  
demolition

(\$4,800 - \$24,000)  
cost 200 sq. ft

Trex Transcend

wood \$45 per square foot

composite approximately \$75 per square foot  
overall installation costs ranging from \$25 to \$75  
per square foot or more

Porch: 3 meters or less

Labor \$20 to \$40 an hour

Residential

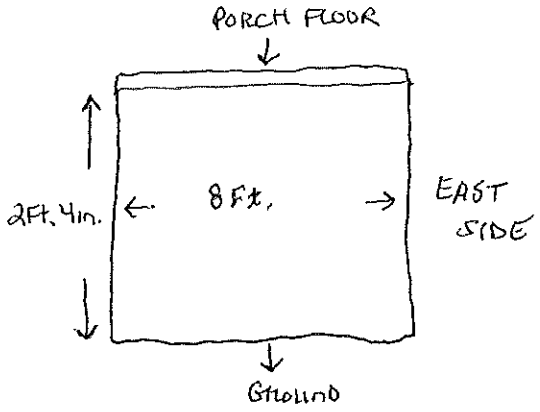
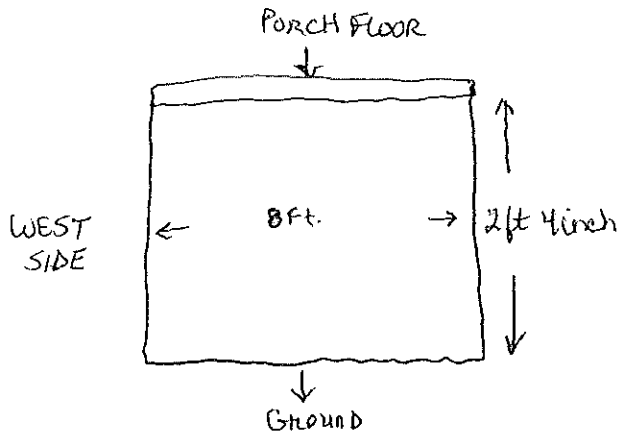
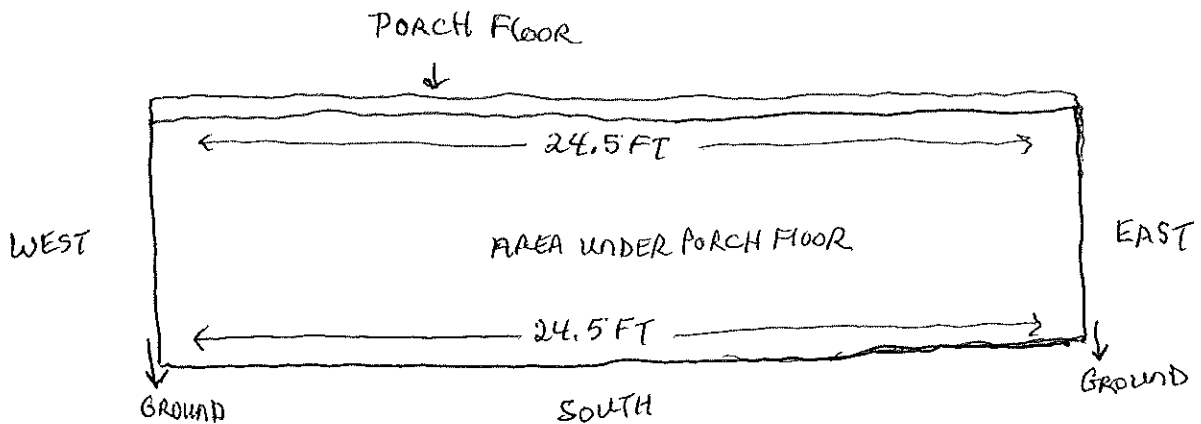
Railing heights: 36 - 42 inches

Commercial

staircases height: range between 34 and 38 inches

Bottom area of Porch (From porch floor to ground)

Section 5, Item D.



Hart Construction Company LLC.  
Owner: Matthew D. Hart  
25526 East Main Street  
Onley, Virginia 23418  
(757) 710-4145



**Contract for Construction Work**

THIS CONTRACT (the "Contract"), made this 10th day of September, 2025, by and between Hart Construction Company LLC (the "Contractor"), and Dorothy Butler (the "Owner").

Work Site Address: \_\_\_\_\_

**WITNESSETH:**

*For and in consideration of the mutual covenants contained herein, the Contractor and Owner hereby agree as follows:*

**I. Plans**

The Contractor shall furnish all materials and labor for the specified project until the obligations under this Contract are complete, details of which are to be listed below. [*Such work shall be carried out in accordance with the plans and specifications dated See description Below., a copy of which is attached hereto as Exhibit A.*] The Owner warrants that he or she is the fee title owner of the property and that either (i) the property is held out right, free, and clear of liens and encumbrances, or (ii) the property is held subject to certain liens, a full and accurate list of \_\_\_\_\_ which are: \_\_\_\_\_.

*Hart Construction Company is to perform the following work for the property owner on said property above:*

*Job Description is as follows with price for each task.*

*-Remove and Re-Build 6.5' & 9' x 25' Front porch located on front of the house.*

*Measurements*

*6.5' x 15' = 97.5 sq ft.*

*10' x 9' = 90 sq ft. sq ft*

*187.5 sq ft. @ 90 per sq ft = \$16,875.00*

*This price includes stabilizing roof, removing all framing decking, post, old screen wire, railing, soffit on ceiling.*

*Installing new treated 2x8 treated floor joist.*

*Installing 5/4 Pine treated decking, 4 new post across the front 4x4 treated , install new railing with straight railing all the way around Pine treated.*

*Install new soffit on ceiling and new treated plywood around skirting. Painted red to match brick.*

*Demo existing front porch and hauling away to county landfill: 1,400.00*

*Install new pine treated railing on both sides of the steps: 800.00*

*Strip front porch roof and install new roll roofing material tie into existing roof and ensure flashing is done to prevent future leaks: 6,400.00*

*Total combined cost: \$25,475.00*

*This job will take approximately 3 weeks*

*We would require 1/3 (\$8,491.66), 1/3 once we get the decking installed and , 1/3 once finished.*

*Thank you for calling us to bid on this job!*

*-Class A Contractor's license # 2705 138531 Exp. 12-31-2026*

*-Hart Construction Company, LLC is insured with Selective Insurance*

*Property owner will provide and pay for permits.*

**II. Preparation**

Prior to start of the Project, Owner shall provide and maintain a clear, accessible construction site to Contractor, his agents and employees. All necessary licenses, building and occupancy permits shall be obtained by the Contractor. In the event that Contractor cannot obtain any necessary licenses and/or permits for the Project within thirty (30) days of the date of this Contract, Contractor shall have the right to declare the Contract terminated, at which time this Contract shall terminate and be of no further force or effect. Prior to start of Project, Owner is to supply and maintain, at Owner's sole expense, electricity to property for the full duration of the Project.

**III. Term**

So long as Contractor is able to obtain all necessary licenses and permits are obtained by Contractor, Contractor intendsto begin work by \_\_\_\_\_, 20\_\_\_\_, and will work diligently to complete the Project by \_\_\_\_\_, 20\_\_\_\_. All delays caused by adverse weather conditions, material shortages, civil authorities, or other matters beyond the control of the Contractor, shall cause the completion date to be extended for a reasonable time for completion of the Project.

**IV. Payment to Contractor**

The Owner agrees to pay the Contractor for said work and materials the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_ ) (the "**Contract Price**"), which shall constitute the construction price and be payable as follows:

- A. The sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_ ) down, upon the signing of this Contract, which shall be applied to the Contract price.
- B. The balance of the Contract Price, \_\_\_\_\_ Dollars (\$\_\_\_\_\_ ), will be due and payable to Contractor within fifteen (15) days of the completion date of the Project.

In making the final payment under this Contract, Owner signifies acceptance of the Project as contemplated herein, and Owner does thereby release Contractor from any and all liability under this Contract.

**V. Responsibilities; Miscellaneous**

A. Once work has commenced on the Project, Contractor shall work diligently to complete the Project in a workmanlike manner; provided, however, Contractor shall not be held responsible for damages occasioned by Owner or his/her agents, third parties, weather, or other causes beyond the Contractor's control.

B. This Contract shall bind the parties, their heirs, personal representatives, successors and assigns. This Lease shall be governed by the laws of the Commonwealth of Virginia and any litigation concerning this Contract between the parties hereto shall be initiated in the county in which the Project is located.

C. If Contractor brings an action to enforce the terms hereof or declare rights hereunder, Contractor in any such action, or appeal thereon, shall be entitled to its reasonable attorneys' fees and court costs to be paid by Owner as fixed by the court in the same or separate suit, and whether or not such action is pursued to decision or judgment. The attorneys' fee award shall not be computed in accordance with any court fee schedule, but shall be such as to fully reimburse all attorneys' fees and court costs reasonably incurred in good faith.

D. Contractor is not responsible for furnishing improvements outside of the scope of Project as described herein. Unforeseen existing damaged items, such as but not limited to rot, are not to be the responsibility of the Contractor. Upon later specifications of repair for these items, addendums will be made to this Contract to encompass any additions to the Project.

E. There are no understandings or agreements between Owner and Contractor other than those set forth in this Contract. This Contract may not be modified or amended except by written agreement signed by both parties. The Owner and Contractor shall only make changes or modify this contract in the form of a Construction Change Order, to be signed by both parties involved.

F. Property debris and surplus materials created by this operation shall be removed by Contractor. All materials and labor necessary for the Project will be furnished by Contractor.

G. The invalidity of any provision of this Contract as determined by a court of competent jurisdiction shall in no way affect the validity of any other provision hereof.

H. OWNER HEREBY WAIVES ITS RIGHT TO TRIAL BY JURY OF ANY CAUSE OF ACTION, CLAIM, COUNTERCLAIM OR CROSS-COMPLAINT IN ANY ACTION, PROCEEDING AND/OR HEARING BROUGHT BY CONTRACTOR OR OWNER ON ANY MATTER WHATSOEVER ARISING OUT OF, OR IN ANY WAY CONNECTED WITH, THIS CONTRACT, THE RELATIONSHIP OF OWNER AND CONTRACTOR, CONTRACTOR'S PRESENCE ON THE PROPERTY, OR ANY CLAIM OF INJURY OR DAMAGE, OR THE ENFORCEMENT OF ANY REMEDY UNDER ANY LAW, STATUTE, OR REGULATION, EMERGENCY OR OTHERWISE, NOW OR HEREAFTER IN EFFECT. OWNER AND CONTRACTOR ACKNOWLEDGE THAT THEY HAVE CAREFULLY READ AND REVIEWED THIS CONTRACT AND EACH TERM AND PROVISION CONTAINED HEREIN AND, BY EXECUTION OF THIS CONTRACT, SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO. THE PARTIES HEREBY AGREE THAT, AT THE TIME THIS CONTRACT IS EXECUTED, THE TERMS OF THIS CONTRACT ARE COMMERCIALY REASONABLE AND EFFECTUATE THE INTENT AND PURPOSE OF OWNER AND CONTRACTOR WITH RESPECT TO THE PROJECT. OWNER ACKNOWLEDGES THAT IT HAS BEEN GIVEN THE OPPORTUNITY TO HAVE THIS CONTRACT REVIEWED BY ITS LEGAL COUNSEL PRIOR TO ITS EXECUTION.

I. Owner hereby certifies that he/she has the authority and is of legal competency to enter into this Contract. Consent to Contract is of free will and is not caused by force, or undue influence or fraud or misrepresentation.

IN WITNESS WHEREOF, the Owner and Contractor have caused this Contract to be executed as of the date first described above.

**OWNER**

\_\_\_\_\_  
Name: \_\_\_\_\_

**CONTRACTOR**

\_\_\_\_\_  
*Matt Hart*  
*Owner: Hart Construction Company LLC.*

**File Attachments for Item:**

E. 600 Monroe Avenue - to enclose the rear portico and replace the back step railing



## Historic District Review Board Staff Report

**Agenda Title:** 600 Monroe Avenue

**Agenda Date:** October 15, 2025

**Prepared by:** Tracy Outten, Planning/Zoning Assistant –  
Preservation & Zoning Administrator

**Reviewed By:** Katie H. Nunez, Director of Planning & Zoning  
Administrator

**Date:** September 25, 2025

---

**Applicant:** Mark Caligtan and Sofia Shea  
represented by Jesse Philpot dba Philpot  
Construction LLC

**Type Of Application:** Pre-Application/Certificate  
of Appropriateness

**Site Address:** 600 Monroe Avenue

**Work to be Performed:** to enclose the existing  
rear portico and replace the rear step railing

**Tax Map:** 83A3-1-350

**Current Zoning:** R-1

**Lot Size:** NA

**Historic Register:** CONTRIBUTING

*Description: Ca. 1920, Colonial Revival*

*Accessory Structure: NA*

**Date Application Received:** July 21, 2025

**Pre-Application Meeting:** July 14, 2025

**Date Application Deemed Complete:** September 25, 2025

**Legal Deadline: HDRB Decision (90 Days from Complete Application):** December 24, 2025

---

**Overview:**

The applicant is seeking to enclose the existing 64 sq. ft. rear portico and replace the existing 30" x 4" wood rear step railing with 36" x 4" wood railing on the single-family home.

**Aerial Map:**



**Materials:**

- Siding:** 5" Wood Lap Siding
- Trim:** Square PVC
- Door:** Fiberglass 32 x 80, 1/2-lite/2-panel
- Windows:** Vinyl Casement Single Sash 24 x 36x 2
- Railing:** Treated Wood

**Staff Analysis:**

**Zoning Compliance:**

The property is a legal, conforming use. The proposed project is seeking to enclose the existing rear portico. Zoning Compliance is achieved based upon this application to the HDRB.

Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations.

**Historic District Guidelines:**

- Section 3.1: Architectural Character*
- Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-16 – Colonial Revival)*
- Section 5.4.1: Wood Siding & Trim*
- Section 5.4.2, Page 5-17 – 5-18: Handrails*
- Section 5.5.4: New Window & Door Openings*

**Staff Recommendation:**

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed enclosure and replacements are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

Staff is prepared to assist in the development of a motion, if needed.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

If approved, a Certificate of Appropriateness shall expire of its own limitation six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of six (6) months after being commenced.

**Attachments:**

Attachment 1: Application and Supporting Documents



# Certificate of Appropriateness Application Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x31

[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 12/2024	
Taxes	
Violations	
Fee	
Decision	

Budget Code: HISTF 100-3100-1100

Budget Code VIOLATIONS: PERMZ 100-3100-1370

### PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

**Minor Exterior Work\*** is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

**Major Exterior Work:** is any alteration of the architectural style of a structure or its significant architectural elements, modifications, additions, and any major or minor work not eligible for administrative review must be reviewed and approved\* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

- A) Zoning Clearance Application
- B) Photos of existing condition
- C) Owner Permission Affidavit
- D) Payment of COA Fee (Residential – Minor \$75, Major \$150 / \$500 OR Commercial/Commercial Residential - \$1,000)
- E) Site Plan/Survey
- F) Material Specifications
- G) Tree Permit Application

Owner signature: *[Signature]* Date: *9/21/2025*

### PART 2: PROPERTY INFORMATION

Property Address: *600 Monroe Ave Cape Charles, VA 23310* Tax Map #: *83A3-1-350*

Is there an active Certificate of Appropriateness on this property?  No  Yes \_\_\_\_\_ Date Zoning District: *R-1*

### PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: *Marc Callington + Sofia Shea*

Mailing Address: *2001 Castlebridge Rd Midlothian, VA 23113*

Phone Number: *(703) 868 6810*

Email: *sofia.shea@hotmail.com*

### PART 4: APPLICANT INFORMATION

Check here if the applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company: *Philpot Construction LLC Jesse Philpot*

Mailing Address: *Po Box 21 Eastville, VA 23347*

Phone Number: *(757) 678 2887*

Email: *jessephilpot@gmail.com*

**PART 5: PROJECT INFORMATION – Describe in detail proposed work.**

(If any tree removal is being proposed a Tree Permit Application must be completed):  
 Enclose back porch by constructing 2 walls approx 8' long. One wall will have a vinyl casement window to match existing. The other wall will have a prehung exterior door. The siding will be 5" reveal lap siding.

**PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

Select the type of work to be performed (check all that apply):  
 Addition    Doors    Windows    Masonry    Porch    Roofs    Siding    Steps/Stoop & Railings  
 Trim Work    Fence or Wall    Partial demolition    Hardscaping    Appurtenances    Other:

**A. ADDITION**    **Not applicable**   **SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach a diagram; Survey/Site Plan is required):

Stories: \_\_\_\_\_ Building height: \_\_\_\_\_ Footprint: \_\_\_\_\_ Gross square footage: \_\_\_\_\_

Complete all sections below that apply to your addition and supply elevation drawings.

**B. ROOF**    **Not applicable**   **SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work:  New    Repair % of roof structure \_\_\_\_\_    Reroofing: In kind \_\_\_\_\_ Different in style or material \_\_\_\_\_  
 Add/Repair Gutters and downspouts    Solar Panels    Other Solar Installation

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work:
Existing Material:	Proposed Material:
Pitch:	Pitch:
<b>Gutters &amp; Downspouts:</b> (Pictures of Location & Material Specs)	<b>Solar:</b> (Pictures of Location & Material Specs)
Proposed Work:	Proposed Work:
Proposed Material:	Proposed Material:
Other / Additional Notes: Repair missing shingles	

**C. DOORS**    **Not applicable**   **SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added:  \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_\_ Different in style or material \_\_\_\_\_

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

Existing Door	Proposed Door
Door 1: <b>Complete a separate Section C for each door being modified.</b> Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input checked="" type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Existing Material:	Proposed Material: <i>Fiberglass painted</i>
Dimensions: Width _____ Height _____	Dimensions: Width <i>32</i> Height <i>80</i>
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <i>1/2 lite with 2 panel below</i>

Indicate the reason for change:

**D. WINDOWS**  Not applicable **SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of windows to be: Added: 1 Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_\_ Different in style or material \_\_\_\_\_

**Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"**

Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.

Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input checked="" type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>Casement - single sash</u>
Width: _____ Height: _____ Depth: _____	Width: <u>24</u> Height: <u>36</u> Depth: <u>2</u>
Existing Material:	Proposed Material: <u>Vinyl</u>
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: <u>31</u> Thickness: <u>1 1/2</u> Depth: <u>1 1/2</u>
Existing Material:	Proposed Material: <u>PVC</u>
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: <u>3 1/2"</u> Height: _____ Depth: <u>1"</u>
Existing Material:	Proposed Material: <u>PVC</u>
Shutters: Original: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change:	

**E. PORCHES**  Not applicable **SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

**New materials should match the historic material, composition, shape, size, and other visual qualities.**

Work to be done:  Repair flooring  Repair ceiling  Repair columns  Repair/Add Skirting  Repair/Add Screening  
 Flooring =  Alter  Replace  Repair  Columns =  Alter  Replace  Repair  
 Balustrade =  Alter  Replace  Repair  Ceiling =  Replace  Repair  Skirting =  New  Replace  Repair

Location (Attach pictures for all work including existing and proposed; Survey may be requested):

**FLOORBOARDS:** Number of boards to be: \_\_\_\_\_ Repaired \_\_\_\_\_ Replaced \_\_\_\_\_ Altered

**Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.**

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____
CEILING	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
COLUMNS	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Design:	Proposed Material & Design:
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: _____ Width: _____ Diameter: _____

CONTINUE COMPLETING THIS SECTION ON PAGE 4

<b>BALUSTRADE</b> <i>N/A</i>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Existing Dimensions: Height:      Width:      Diameter:	Proposed Dimensions: Height:      Width:      Diameter:
Existing Style / Design:	Proposed Style / Design:
<b>SCREENING</b> <i>N/A</i>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material:
<b>SKIRTING</b> <i>-NO CHANGE</i>	
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material: <i>Treated wood</i>	Proposed Material:
If replacing any item above, indicate the reason for replacement:	
If altering any item above, describe any proposed change (material, size, etc.):	
<b>F. STEPS/STOOPS/RAILINGS</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>	
Location (Attach pictures; Survey may be requested): <i>NO CHANGE TO STEPS</i>	
Number of Steps to be:      Repaired <input checked="" type="checkbox"/> Replaced      Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Dimensions: Rise:      Run:      Tread Width:	Dimensions: Rise:      Run:      Tread Width:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Stoop to be:      Repaired      Replaced      Altered <i>NO CHANGE TO STOOP</i>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material & Size:	Proposed Material & Size:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be:      Repaired <input checked="" type="checkbox"/> Replaced      Altered	
Location (Attach pictures; Survey may be requested): <i>Side of steps</i>	
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material: <i>Treated 2x4 wood</i>	Proposed Material: <i>SAME - TREATED WOOD</i>
Existing Dimensions: Height: 30" Width: 4" Diameter: 2x4	Proposed Dimensions: Height: 36" Width: 4 Diameter: 2x4
Existing Style / Design:	Proposed Style / Design:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
<i>Existing railing too short - Replace with same material, Add spindles, Add railing on other side of steps</i>	



**K. FENCE OR WALL**  Not applicable SEE SECTION 9.2 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work:  New  Repair % of structure \_\_\_\_\_  Replace In kind \_\_\_\_\_  Different in style or material \_\_\_\_\_

Location (include survey showing location, setbacks, and height)

Existing Material: \_\_\_\_\_ Proposed Material \_\_\_\_\_

Height: \_\_\_\_\_ Height: \_\_\_\_\_

Describe the style: \_\_\_\_\_ Describe the style: \_\_\_\_\_

**L. DECKS & PATIOS**  Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach Site Plan/Survey & pictures):

Deck: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Materials: \_\_\_\_\_

Patio: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Materials: \_\_\_\_\_

**M. APPURTENCES**  Not applicable SEE SECTION 9.4 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach Site Plan/Survey & pictures):

New  Repair  Replacing  Other:

Outdoor Shower:  Enclosed Length: \_\_\_\_\_ Width: \_\_\_\_\_

Material: \_\_\_\_\_ Foot Pad Material: \_\_\_\_\_

Other, describe: \_\_\_\_\_

Dimensions: \_\_\_\_\_ Material \_\_\_\_\_

Other: \_\_\_\_\_

Dimensions: \_\_\_\_\_ Material \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

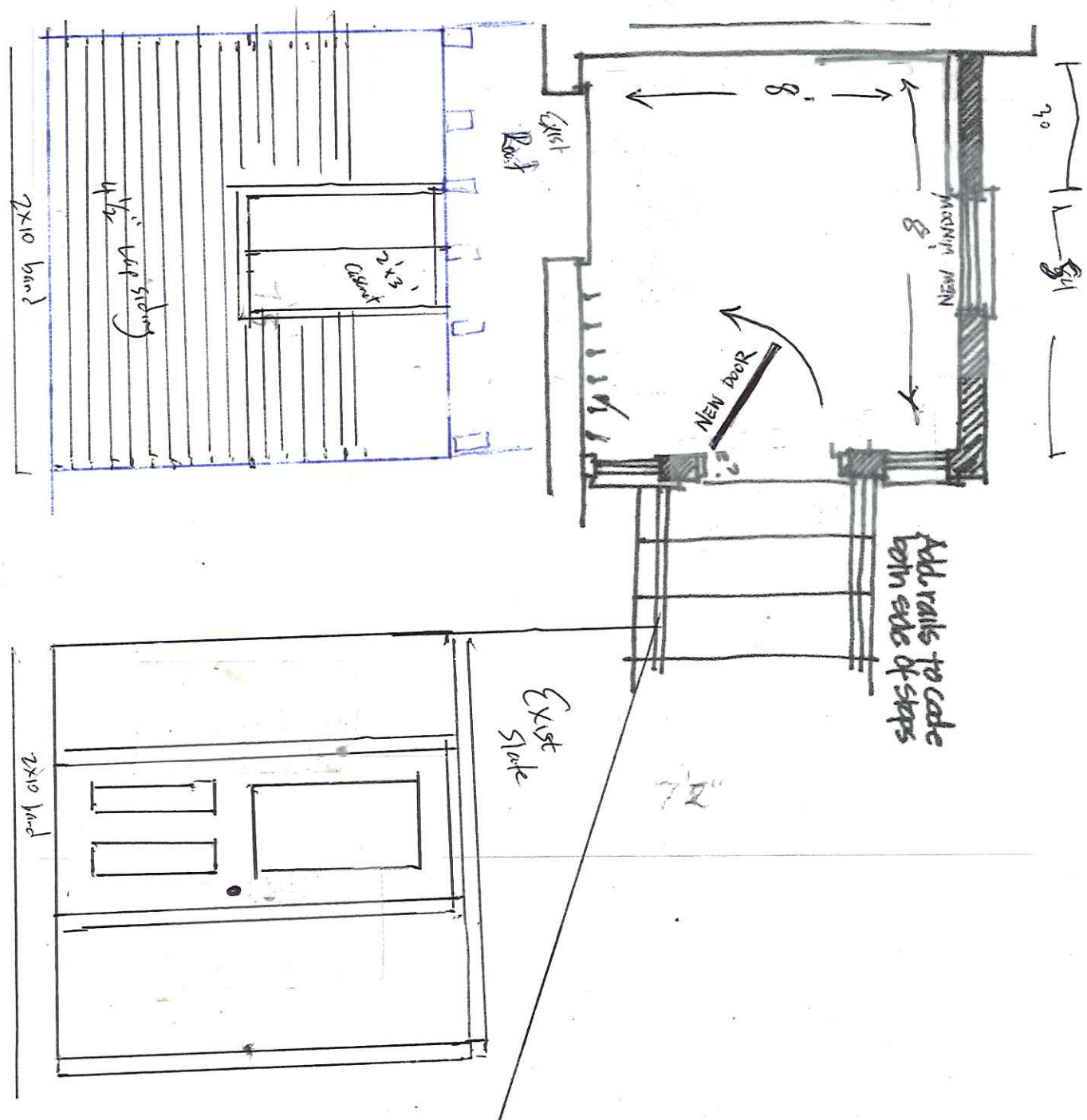
Applicant's signature: 

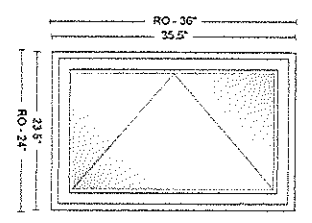
Date: 9/24/2025

Zoning Administrator's signature: \_\_\_\_\_

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

Zoning Ordinance Article VIII Section: \_\_\_\_\_





Item	Qty	Operation	Location	Unit Price	Ext. Price
400	1	Left	None Assigned	\$484.51	\$484.51
<b>RO Size: 24" x 36"</b>			<b>Unit Size: 23 1/2" x 35 1/2"</b>		

100CS2030, Unit, 100 Series Single Casement-CW, Enhanced Performance, 1 3/8" Setback, White Exterior Frame, White Exterior Sash/Panel, w/White Interior Frame, w/White Interior Sash/Panel, Left, Hinge with Wash Mode, Dual Pane Low-E Standard Argon Fill Stainless Glass / Grille Spacer, Folding, 1 Sash Locks White, Corrosion Resistant Hardware, White, Full Screen, Fiberglass

Unit #	U-Factor	SHGC	ENERGY STAR Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	0.28	0.28	NO	A1	11.3970	29.8060
						2.35900

SUB-TOTAL:	\$2,197.42
FREIGHT:	\$0.00
LABOR:	\$0.00
TAX:	\$138.44
<b>TOTAL:</b>	<b>\$2,335.86</b>

CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\* All graphics as viewed from the exterior. \*\* Rough opening dimensions are minimums and may need to be increased to allow for use of building wraps or flashings or sill panning or brackets or fasteners or other items.

Thank you for choosing Andersen Windows & Doors

# Quote Form



ONANCOCK BLDG SUPPLY - EASTVILLE  
5254 NEWMAN LANE  
EASTVILLE VA 23347  
767-678-5335



## Project Information (ID #9646954 Revision #14103414)

[Hide](#)

**Project Name:** Quick Quote  
**Customer:** Jesse Philpot  
**Contact Name:** Jesse Philpot  
**Phone (Main):**  
**Phone (Cell):** 757-678-2887  
**Customer Type:**  
**Terms:**

**Quote Date:** 9/24/2025  
**Submitted Date:**  
**PO#:** QQ000  
**Sales Rep Name:** Andrew Greene  
**Salesperson:**

## Delivery Information

[Hide](#)

**Shipping Contact:** Jesse Philpot  
**Shipping Address:**  
**City:**  
**State:**  
**Zip:**

**Comments:**

## Unit Detail

[Hide All Configuration Options](#)

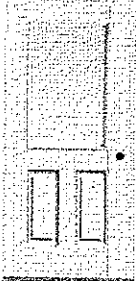
Item: 0001: Ext 32" x 80" S206-LE LHI 4 9/16" Ultra Jamb

**Location:**

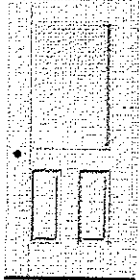
**Quantity:** 1

Smooth Star 32"x80" Single Door

709.03



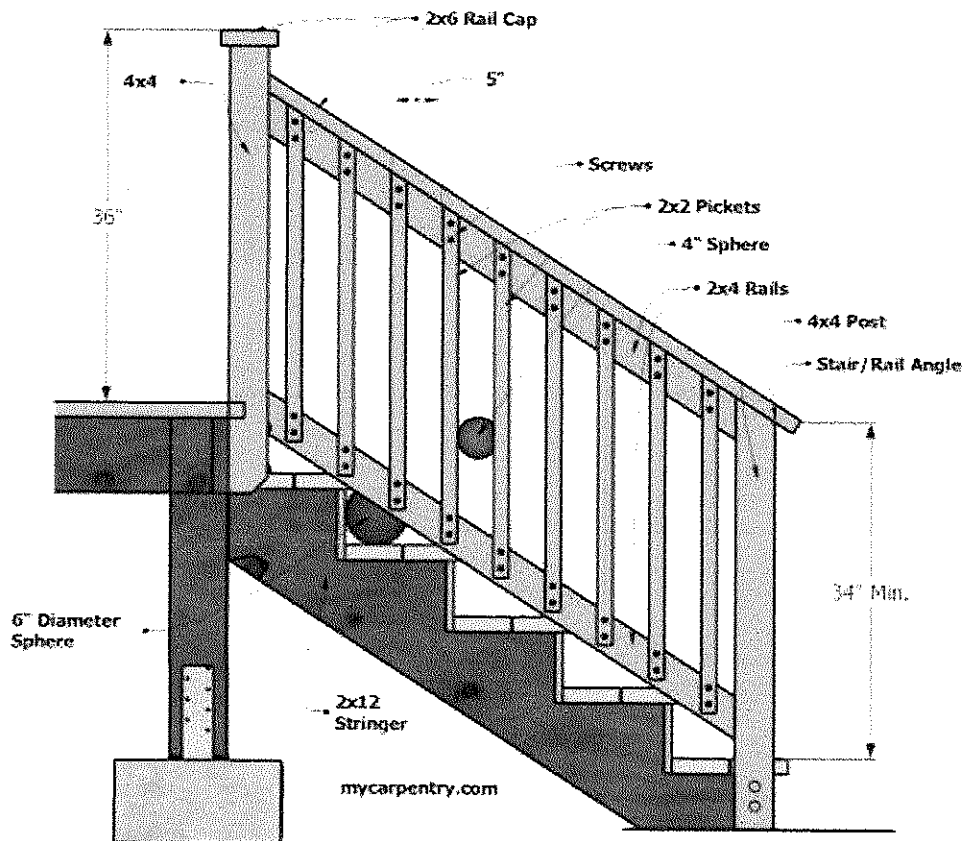
Exterior View



Interior View

### Configuration Options [Hide](#)

- **Product Category:** Exterior Doors
- **Manufacturer:** Reeb - Smooth Star
- **Product Material:** Smooth Star Fiberglass
- **Material Type:** Smooth Star
- **Product Type:** Entry
- **Brand:** Therma-Tru
- **Configuration (Units viewed from Exterior):** Single Door
- **Reeb Finish:** No
- **Slab Width:** 32"
- **Slab Height:** 80"
- **Product Style:** 1/2 Lite
- **Glass Type:** Clear
- **Glass Style:** Clear



**File Attachments for Item:**

F. 114 Fig Street - to screen-in the existing rear deck on the single-family home.



## Historic District Review Board Staff Report

**Agenda Title:** 114 Fig Street

**Agenda Date:** October 15, 2025

**Prepared by:** Tracy Outten, Planning/Zoning Assistant –  
Preservation & Zoning Administrator

**Reviewed By:** Katie H. Nunez, Director of Planning & Zoning  
Administrator

**Date:** September 23, 2025

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**Applicants:** Donald and Mary Brickley,  
represented by Eric Adams

**Type Of Application:** Pre-Application/  
Certificate of Appropriateness

**Site Address:** 114 Fig Street

**Work to be Performed:** to screen-in the  
existing rear deck

**Tax Map:** 83A4-3-3

**Current Zoning:** R-1

**Lot Size:** 5,509 sq. ft.

**Historic Register:** CONTRIBUTING  
*Description: Ca. 1920, Colonial Revival*  
*Accessory Structure: Shed, Non-Contributing*

**Date Application Received:** August 27, 2025

**Pre-Application Meeting:** October 15, 2025

**Date Application Deemed Complete:** September 2, 2025

**Legal Deadline: HDRB Decision (90 Days from Complete Application):** December 1, 2025

---

**Overview:**

The applicant is seeking to screen-in 267.80 square feet of the existing rear deck.

**Aerial Map:**



**Materials:**

- Roof:** MasterRib 28 ga. Metal Panel
- Ceiling:** 7-1/4" x 8' Pine Tongue & Groove Wall Plank
- Doors:** Solid Pine 32" x 80" Fiberglass Screen
- Columns:** 4 x 4 Douglas Fir Timber – S4S 3-1/2" x 3-1/2" x 4'
- Screen:** Aluminum

**Staff Analysis:**

**Zoning Compliance:**

The property is a legal, conforming use. The proposed project is seeking to screen-in 267.80 sq. ft. of the existing rear deck. Zoning Compliance is achieved based upon this application to the HDRB.

Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations.

**Historic District Guidelines:**

- Section 3.1: Architectural Character*
- Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-16 – Colonial Revival)*
- Section 5.4.2, Page 5-18: Screening*
- Section 5.5.2, Page 5- 25: Screen and Storm Doors*
- Section 5.9: Decks, Ramps, & Patios*

**Staff Recommendation:**

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed screening of the rear deck is in keeping with the Guidelines of the Historic District and reflects the character and historic appearance of the neighborhood.

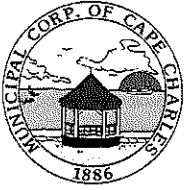
Staff is prepared to assist in the development of a motion, if needed.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

If approved, a Certificate of Appropriateness shall expire of its own limitation six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of six (6) months after being commenced.

**Attachments:**

Attachment 1: Application and Supporting Documents



# Certificate of Appropriateness Application Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x31

planningtech@capecharles.org

Revised 12/2024	
Taxes	✓ Pd RS
Violations	NA
Pd CC Fee	\$150
Decision	HDRB

Budget Code: HISTF 100-3100-1100

Budget Code VIOLATIONS: PERMZ 100-3100-1370

### PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

**Minor Exterior Work\*** is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

**Major Exterior Work:** is any alteration of the architectural style of a structure or its significant architectural elements, modifications, additions, and any major or minor work not eligible for administrative review must be reviewed and approved\* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

- A) Zoning Clearance Application       B) Photos of existing condition       C) Owner Permission Affidavit
- D) Payment of COA Fee (Residential – Minor \$75, Major \$150 / \$500 OR Commercial/Commercial Residential - \$1,000)
- E) Site Plan/Survey       F) Material Specifications       G) Tree Permit Application

Owner signature: \_\_\_\_\_

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

### PART 2: PROPERTY INFORMATION

Property Address: <u>114 Fig Street</u>	Tax Map #: <u>83A4-3-3</u>
Is there an active Certificate of Appropriateness on this property? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____ Date	Zoning District: <u>R-1</u>

### PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: <u>Donny + Pollie Bickley</u>
Mailing Address: <u>282 Tennis Dr. Charlottesville VA 22901</u>
Phone Number: <u>434 962 0707</u>
Email: _____

### PART 4: APPLICANT INFORMATION

Check here if the applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company: <u>Eric Adams</u>
Mailing Address: <u>29511 Seaside Rd. Cape Charles VA 23310</u>
Phone Number: <u>434 963 5510</u>
Email: <u>AdamsHomeRenovations@yahoo.com</u>

**PART 5: PROJECT INFORMATION – Describe in detail proposed work.**

(If any tree removal is being proposed a Tree Permit Application must be completed):

*SCREEN PORCH ADDITION TO REAR DECK*

**PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

Select the type of work to be performed (check all that apply):

- Addition  
  Doors  
  Windows  
  Masonry  
 Porch  
 Roofs  
 Siding  
 Steps/Stoop & Railings  
 Trim Work  
 Fence or Wall  
 Partial demolition  
 Hardscaping  
 Appurtenances  
 Other: *Screen Porch*

**A. ADDITION  Not applicable SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach a diagram; Survey/Site Plan is required):

Stories: \_\_\_\_\_ Building height: \_\_\_\_\_ Footprint: \_\_\_\_\_ Gross square footage: \_\_\_\_\_

Complete all sections below that apply to your addition and supply elevation drawings.

**B. ROOF  Not applicable SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work:  New  
 Repair % of roof structure \_\_\_\_\_  
 Reroofing: In kind \_\_\_\_\_ Different in style or material \_\_\_\_\_  
 Add/Repair Gutters and downspouts  
 Solar Panels  
 Other Solar Installation

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <i>Red TUFF Rib 14' x 20'</i>
Existing Material:	Proposed Material: <i>METAL</i>
Pitch:	Pitch: <i>4/12</i>
<b>Gutters &amp; Downspouts:</b> (Pictures of Location & Material Specs)	<b>Solar:</b> (Pictures of Location & Material Specs)
Proposed Work:	Proposed Work:
Proposed Material:	Proposed Material:
Other / Additional Notes:	

**C. DOORS  Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added: *2*  
 Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_  
 Replaced: In kind \_\_\_\_\_ Different in style or material *2 WOOD SCREEN DOORS*

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

Existing Door	Proposed Door
Door 1: <b>Complete a separate Section C for each door being modified.</b> Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input checked="" type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Existing Material:	Proposed Material: <i>WOOD</i>
Dimensions: Width _____ Height _____	Dimensions: Width <i>3'</i> Height <i>80"</i>
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <i>SCREEN DOOR</i>

Indicate the reason for change:

**D. WINDOWS  Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of windows to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_\_ Different in style or material \_\_\_\_\_

**Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"**

Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.

Existing Windows	Proposed Windows
Window 1: <b>Complete a separate Section D for each window being modified if it is a different size, configuration, etc.</b> Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Existing Material:	Proposed Material:
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material:	Proposed Material:
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material:	Proposed Material:
Shutters: Original: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change:	

**E. PORCHES  Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

**New materials should match the historic material, composition, shape, size, and other visual qualities.**

Work to be done:  Repair flooring  Repair ceiling  Repair columns  Repair/Add Skirting  Repair/Add Screening  
 Flooring =  Alter  Replace  Repair  Columns =  Alter  Replace  Repair  
 Balustrade =  Alter  Replace  Repair  Ceiling =  Replace  Repair  Skirting =  New  Replace  Repair

Location (Attach pictures for all work including existing and proposed; Survey may be requested):

**FLOORBOARDS:** Number of boards to be: \_\_\_\_\_ Repaired \_\_\_\_\_ Replaced \_\_\_\_\_ Altered  
**Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.**

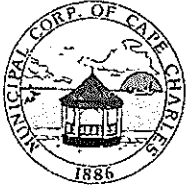
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____
CEILING	
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material: <i>PINE Tongue &amp; Groove</i>
COLUMNS	
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Design:	Proposed Material & Design: <i>4x4 FIR + 6x6 PINE</i>
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: <i>7'8"</i> Width: _____ Diameter: _____

CONTINUE COMPLETING THIS SECTION ON PAGE 4

<b>BALUSTRADE</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Existing Dimensions: Height:      Width:      Diameter:	Proposed Dimensions: Height:      Width:      Diameter:
Existing Style / Design:	Proposed Style / Design:
<b>SCREENING</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input checked="" type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material: <i>Fiberglass Screen</i>
<b>SKIRTING</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material:
If replacing any item above, indicate the reason for replacement:	
If altering any item above, describe any proposed change (material, size, etc.):	
<b>F. STEPS/STOOPS/RAILINGS</b> <input checked="" type="checkbox"/> <b>Not applicable</b> SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach pictures; Survey may be requested):	
Number of <b>Steps</b> to be: <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced <input type="checkbox"/> Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Dimensions: Rise:      Run:      Tread Width:	Dimensions: Rise:      Run:      Tread Width:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
<b>Stoop</b> to be: <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced <input type="checkbox"/> Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material & Size:	Proposed Material & Size:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of <b>Railings</b> to be: <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced <input type="checkbox"/> Altered	
Location (Attach pictures; Survey may be requested):	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	<b>Proposed</b>
Existing Material:	Proposed Material:
Existing Dimensions: Height:      Width:      Diameter:	Proposed Dimensions: Height:      Width:      Diameter:
Existing Style / Design:	Proposed Style / Design:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

<b>G. SIDING</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Full Re-Siding (same material) <input type="checkbox"/> Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
<b>Existing Siding</b>		<b>Proposed Siding</b>	
Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure			
Existing Material:		Proposed Material:	
Dimensions: Thickness:	Width:	Dimensions: Thickness:	Width:
Indicate the reason for change, e.g., underlying material condition, rot:			
<b>H. TRIM WORK</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Alteration			
Location (Attach diagram & pictures):			
<b>Existing Trim</b>		<b>Proposed Trim</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure			
Existing Material:		Proposed Material:	
Dimensions: Width:	Height:	Depth:	Dimensions: Width:    Height:    Depth:
Style / Design:		Style / Design:	
Reason for repair or alteration (change of material or design):			
<b>I. MASONRY</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Type of work: <input type="checkbox"/> New foundation <input type="checkbox"/> Substantial Reconstruction <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing			
Location (Attach diagram & pictures):			
<b>Existing Masonry</b>		<b>Proposed Masonry</b>	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: (Unpainted masonry cannot be painted.)			
<b>Existing Chimney</b>		<b>Proposed Chimney</b>	
Show location and document conditions with photographs		<input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap	
Indicate the reason for change and materials:			
<b>J. HARDSCAPING</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 9.1 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>			
Location (Attach Site Plan/Survey & pictures):			
<input type="checkbox"/> Driveway:	Length:	Width:	Materials:
<input type="checkbox"/> Walkway:	Length:	Width:	Materials:
<input type="checkbox"/> Other Paving:	Length:	Width:	Materials:

<b>K. FENCE OR WALL</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 9.2 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: <input type="checkbox"/> New <input type="checkbox"/> Repair % of structure ____ <input type="checkbox"/> Replace In kind ____ <input type="checkbox"/> Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Existing Material:	Proposed Material
Height:	Height:
Describe the style:	Describe the style:
<b>L. DECKS &amp; PATIOS</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach Site Plan/Survey & pictures):	
<input type="checkbox"/> Deck: Length: _____ Width: _____ Materials: _____	
<input type="checkbox"/> Patio: Length: _____ Width: _____ Materials: _____	
<b>M. APPURTENCES</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 9.4 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach Site Plan/Survey & pictures):	
<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Replacing <input type="checkbox"/> Other:	
Outdoor Shower: <input type="checkbox"/> Enclosed Length: _____ Width: _____	
Material: _____	Foot Pad Material: _____
Other, describe:	
Dimensions: _____	Material _____
Other:	
Dimensions: _____	Material _____
<p>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.</p>	
Applicant's signature: _____	Date: <u>Aug 27 2025</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	



# Owner Affidavit for Permission to Represent

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x31

[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 0	Section 5, Item F.
Taxes	
Violations	
Fees	
Decision	

### PART 1. APPLICATION NOTES

Use this form to give permission for a contractor, architect, or other individual to represent the owner of a property in matters within the Town of Cape Charles.

### PART 2: PROPERTY INFORMATION

Property Address: **114 Fig Street**

Tax Map #: **83A4-3-3**

### PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **Mary and Donald Bickley**

Mailing Address: **282 Tennis Drive, Charlottesville, VA 22901**

Phone Number: **434 962-0707**

Email: **Seaville4465@gmail.com**

I hereby give authority to the following representative to act on my behalf on the following matter:

**Addition of a screened in porch on 114 Fig street house**

### PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: **Eric Adams**

Mailing Address: **29511 Seaside Rd, Cape Charles Va 23310**

Phone Number: **434 953-5510**

Email: **adamshomerenovations@yahoo.com**

to file documents on my behalf

To represent me in meetings with Town officials

Name and/or Company:

Mailing Address:

Phone Number:

Email:

to file documents on my behalf

To represent me in meetings with Town officials

Signature of owner: *Donald W. Bickley*

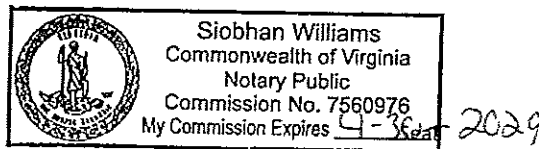
Date: 8/28/2025

State of Virginia County of Albemarle The foregoing instrument was acknowledged before me this 28 day of August, 2025, by Donald Wayne Bickley (name of person acknowledged)

Signature of Notarial Officer: *Siobhan Williams*

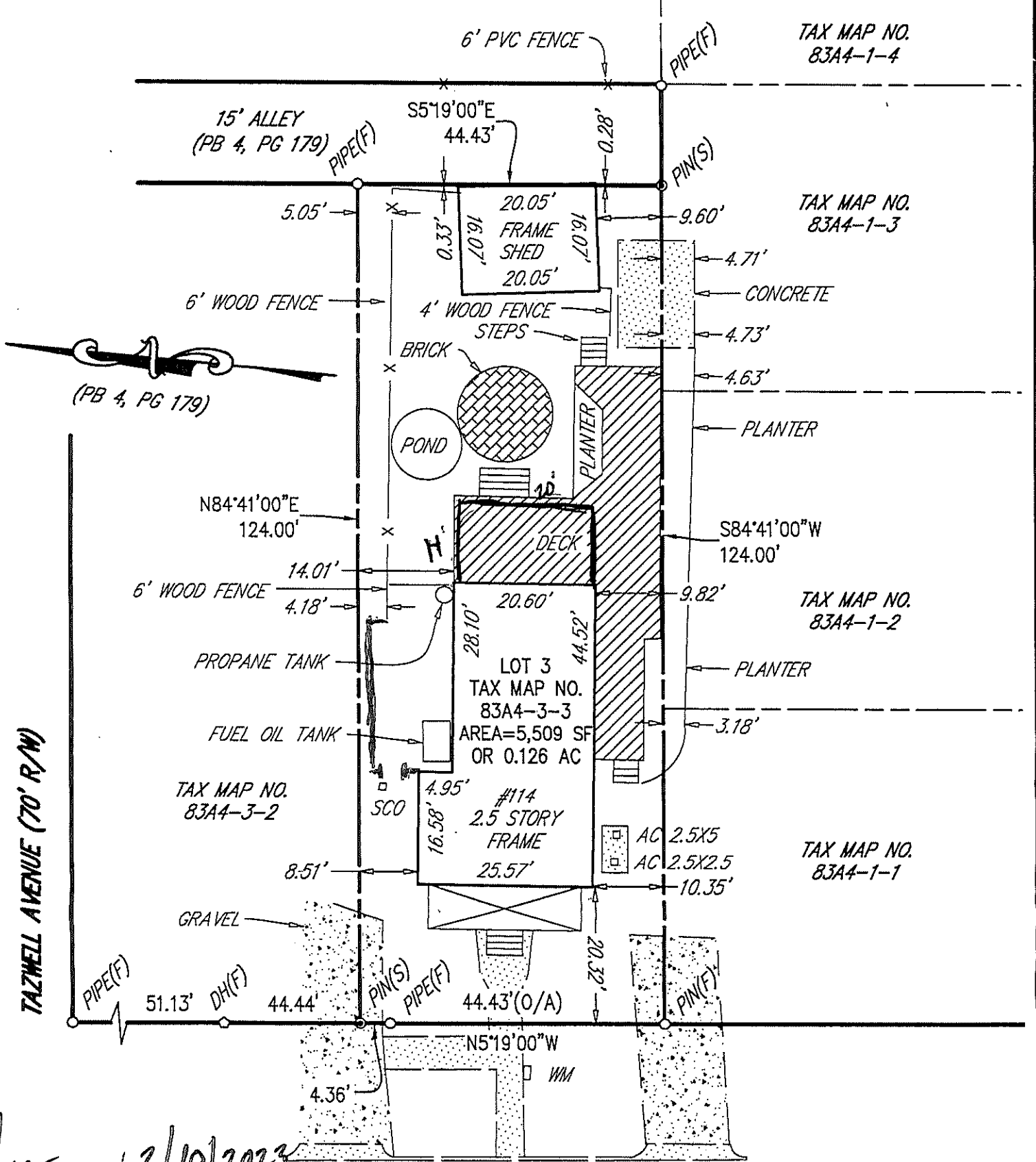
Notary Registration number: 7560976

My commission expires: April 30, 2029



THIS IS TO CERTIFY THAT ON NOVEMBER 5, 2021, WE SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN ON THIS PLAT. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN.

MSA, P.C.

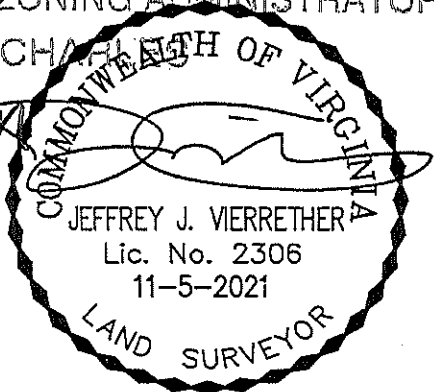


APPROVED

*Kate H. Mey* 12/10/2023  
 DATE

TOWN PLANNER / ZONING ADMINISTRATOR  
 TOWN OF CAPE CHARLES

*Fence Addition Only.*



PHYSICAL SURVEY  
 OF  
 LOT 3  
 (PB: 4, PG 179)  
 TAX MAP NO.: 83A4-3-3  
 NORTHAMPTON COUNTY, VIRGINIA  
 FOR  
**CHESAPEAKE  
 PROPERTIES**

MSA, P.C.

Environmental Sciences • Surveying  
 Civil & Environmental Engineering

5032 Rouse Drive, Suite 200  
 Virginia Beach, VA 23462-3764  
 757-490-9264 | www.msaonline.com

NOTES:

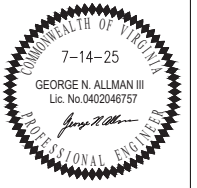
1. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN.
2. THIS PROPERTY APPEARS TO FALL IN FLOOD ZONE X AS SHOWN ON PANEL 0285F OF THE FLOOD INSURANCE RATE MAPS FOR THE TOWN OF CAPE CHARLES, COMMUNITY NO.: 51131G, DATED MARCH 2, 2015. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FLOOD INSURANCE RATE MAPS FOR THE CITY/COUNTY INDICATED. MSA, P.C. IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.
3. CURRENT OWNER PER NORTHAMPTON COUNTY TAX ASSESSOR IS JOHN D. JR. & CLELIA C. SHEPPARD, SOURCE OF TITLE: (INST. NO. LR17 1829)
4. THIS SURVEY DOES NOT ADDRESS THE EXISTENCE OR NONEXISTENCE OF WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES OR ANY UNDERGROUND STRUCTURE NOT OBSERVED DURING THE COURSE OF THE SURVEY.

DWN BY: CJS  
 FB: 723, PG 19

JOB# 21252

SCALE: 1" = 20'

**GEORGE N ALLMAN III,**  
 PO BOX 587  
 GORDONSVILLE, VA 22942  
 540 748-3362



~~POOR AND DRYING SCREEN PORCH~~  
~~NO CASKET SCREEN BICKLEY~~  
~~CEILING~~

DRAWN BY:  
 GEORGE ALLMAN

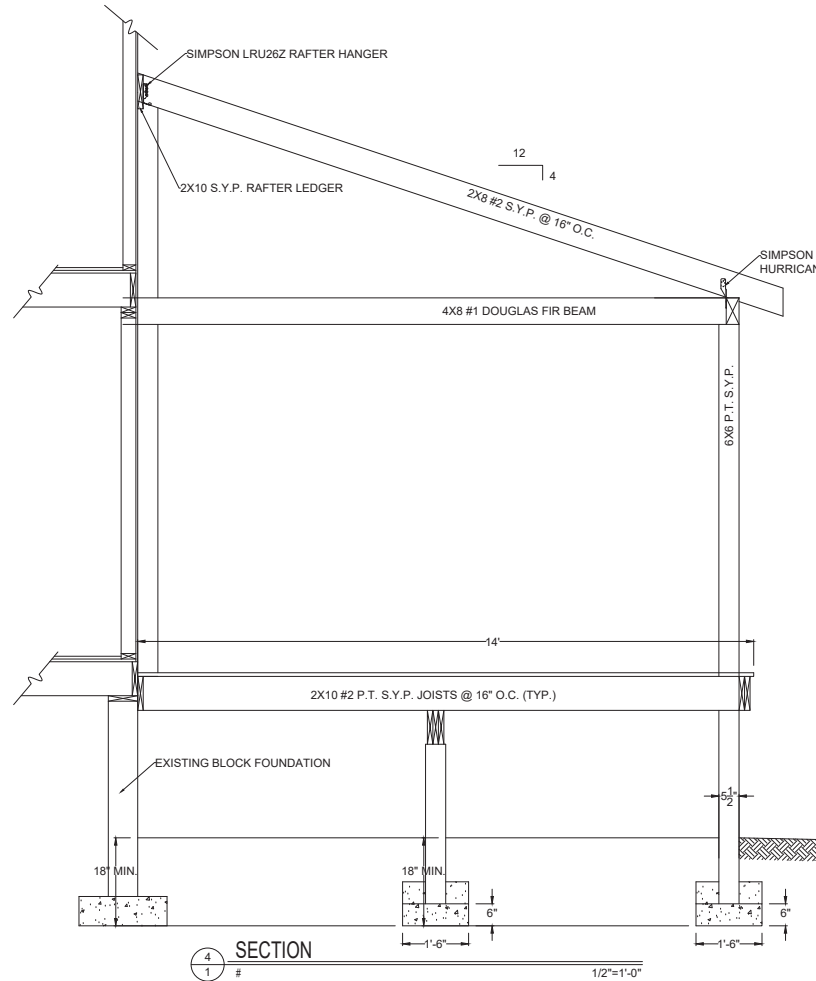
DATE:  
 7-14-25

SCALE:  
 VARIES

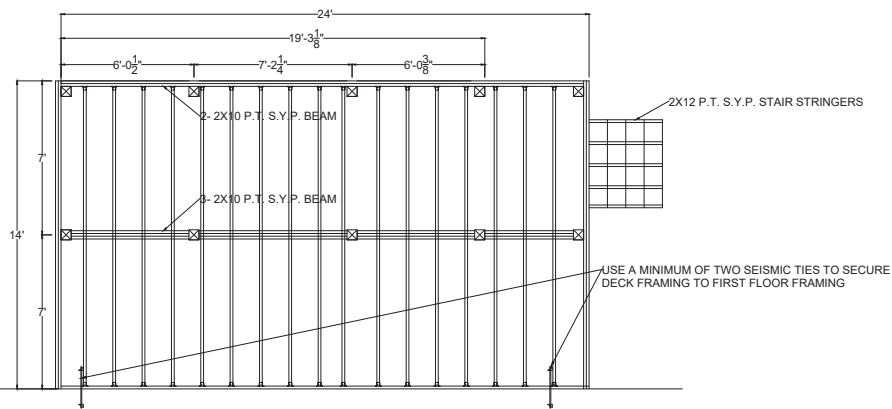
SHEET:  
**1 OF 2** 105

DESIGN LOAD AND PARAMETER TABLE:

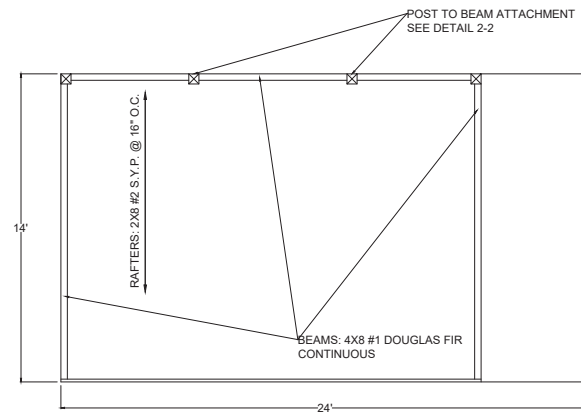
GOVERNING CODE: V.A.R.C 2021  
 BUILDING RISK CATEGORY: I  
 LIVE LOADS (PSF):  
 20 ROOF  
 SNOW LOADS:  
 Pg. 30 Pgs. GROUND SNOW LOAD (PSF)  
 WIND LOAD:  
 V 130 : BASIC WIND SPEED  
 Exposure C WIND EXPOSURE



SECTION  
 4/1 # 1/2"=1'-0"



DECK FRAMING  
 1/1 # 1/4"=1'-0"



ROOF FRAMING  
 2/1 # 1/4"=1'-0"



114 Fig Street Existing Conditions

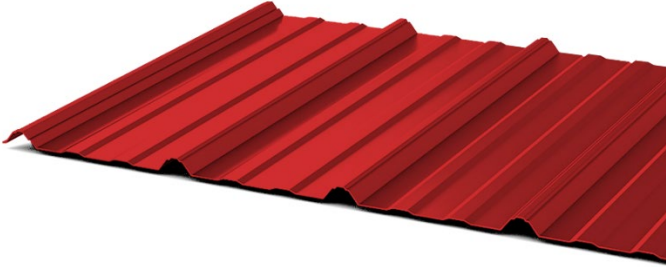
Section 5, Item F.





**114 Fig Street Materials List**

Roof: MasterRib 28 ga. Metal Panel – 45-year warranty



Columns: 4x4 Douglas Fir Timber – S4S (3-1/2” x 3-1/2” x 4’)



Ceiling: 7-1/4” x 8’ Pine Tongue and Groove Wall Plank



Door: Solid Pine 32” x 80” Fiberglass Screen



Screening: Aluminum

**File Attachments for Item:**

G. Tax Map #83A1-8-F - to construct a new two-story single-family home and install a sidewalk.



# Historic District Review Board Staff Report

**Agenda Title:** Tax Map #83A1-8-F on Strawberry Street

**Agenda Date:** October 15, 2025

**Prepared by:** Tracy Outten, Planning/Zoning Assistant – Preservation & Zoning Administrator

**Reviewed By:** Katie H. Nunez, Director of Planning & Zoning Administrator

**Date:** September 24, 2025

---

**Applicant:** Andrew & Jacqueline Sears represented by Coastal Craftsman Builders, LLC

**Type Of Application:** Pre-Application/Certificate of Appropriateness

**Site Address:** Strawberry Street

**Work to be Performed:** to construct a new single-family home, a rear-covered deck, and an enclosed outdoor shower

**Tax Map:** 83A1-8-F

**Current Zoning:** R-1

**Lot Size:** 2,920 sq. ft.

**Historic Register:** NA

*Description:*

*Accessory Structure:*

**Date Application Received:** August 28, 2025

**Pre-Application Meeting:** October 15, 2025

**Date Application Deemed Complete:** September 2, 2025

**Legal Deadline: HDRB Decision (90 Days from Complete Application):** December 1, 2025

---

**Overview:**

The applicant is seeking to construct a new 1,020.25 sq. ft., two-story single-family residence with a 23.5' x 9' (211.5 sq. ft.) front porch, a 6' x 4' (24 sq. ft.) rear deck, and a 27 sq. ft. enclosed rear outdoor shower. The application also includes the installation of a sidewalk. Although this lot is currently vacant, new construction should be compatible, sympathetic, and complementary to existing buildings.

**Aerial Map:****Materials:**

**Roof:** House (Pitch: 12:12): Architectural Shingles; Porch (Pitch: 5:12) & Rear Deck: Standing Seam Metal

**Siding:** Certaineed Vinyl Lap Siding .044 with 6" exposure

**Windows:** Loudoun Door & Window: (1) 177 Series Double Hung Vinyl, 3/1 Colonial SDL: 2 = 32 W x 67-3/4 H, 4 = 30 W x 47-3/4 H, and 16 = 30 W x 59-3/4 H; (2) 143 Awning Window, 3-lite Colonial SDL: 2 = 24-1/2 W x 27 H and 2 = 32-1/2 W x 27 H. Sill: 1-3/4" x 2-1/30" AZEK Historic; Trim: 5/4 x 4 AZEK

**Trim:** 5/4 x 4 and 5/4 x 6 AZEK

**Doors:** Therma-Tru Smooth-Star: Front & Back: Style S92, 36" x 80", 12-lite SDL/1-panel Fiberglass

**Front Porch:** Ceiling: 1/2" x 6" x 18' AZEK Beadboard; Decking: 1" x 4" AZEK Tongue & Groove;

Columns: Brick Base with 1/2 bungalow AZEK Top; Newel Post: 5-1/2" Square Polyurethane;

Baluster – 1-3/4" Square Polyurethane; Railings: Spectis Polyurethane Architectural Products;

Steps: 5/4" x 6' AZEK

**Rear Enclosed Deck:** Decking: 1" x 4" AZEK Tongue & Groove; Railings: Spectis Polyurethane Architectural Products; Steps: 5/4" x 6' AZEK

**Foundation:** Parged Concrete Masonry Block

**Outdoor Shower:** Vinyl

**Sidewalk:** Concrete

**Staff Analysis:****Zoning Compliance:**

The property is a legal, non-conforming use. The proposed project is seeking to construct 1,020.25 sq. ft., two-story single-family residence with a 23.5' x 9' (211.5 sq. ft.) front porch, a 6' x 4' (24 sq. ft.) rear deck, a 27 sq. ft. enclosed rear outdoor shower; and to install a sidewalk on the front of the property as required by Town Code. The proposed materials are in conformance with the Zoning Ordinance for new construction, and Zoning Compliance is achieved based upon this application to the HDRB.

Please note that a separate Zoning Compliance will be required upon the submission of a building permit application to ensure conformance that the HDRB Votes are fully referenced and contained in the building plans. As of when the applicant submits for a building permit, a full set of building plans must be provided that includes a required Site Plan and Landscape Plan that details both the removal of existing trees if necessary and the proposed addition of trees to conform with CCZO Appendix G – Tree Conservation and Preservation Ordinance along with the Historic District Overlay Design Guidelines Section 9.5 Landscaping.

Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations.

**Historic District Guidelines:**

*Section 5.13: New Construction of Primary Buildings*

*Section 9.1: Hardscaping (Driveways, Walkways, & Other Paving)*

*Section 9.3: Decks, Ramps, & Patios*

*Section 9.4: Appurtenances*

*Section 9.5: Landscaping*

**Staff Recommendation:**

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed new home, driveway, and enclosed shower are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

Staff is prepared to assist in the development of a motion, if needed.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

If approved, a Certificate of Appropriateness shall expire of its own limitation six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of six (6) months after being commenced.

**Attachments:**

Attachment 1: Zoning Review Check List Residential-1 District

Attachment 2: Total Lot Coverage Sheet

Attachment 3: Application and Supporting Documents

<b>Total Lot Coverage Breakdown - APPROVED - 9/24/2025</b>	
<b>Address: Strawberry Street</b>	<b>Tax Map # 83A1-8-F</b>
Lot Size	2,920
Structure	Square Footage
House	1,020.25
Front Porch	211.50
Front Steps	0.00
Covered Rear Deck	24.00
Rear Steps (2)	48.00
Front Walkway	0.00
Driveway	0.00
Rear Enclosed Shower	27.00
Patio	0.00
Accessory Structure	0.00
<b>Total</b>	<b>1,330.75</b>
Total Lot Coverage	45.57%
<b>FUTURE PROPOSED</b>	
***Accessory Structure	0.00
Proposed Total	0.00
Existing Total	1,330.75
Total Proposed + Existing	1,330.75
Total Lot Coverage	45.57%
<b>NOT INCLUDED</b>	

\*\*\*

**DECISION OF ZONING REVIEW**  
**BY: Tracy Outten, Planning & Zoning**  
**Asst. Preservation & Admin.**  
**DATE: September 24, 2025**  
**REVIEW DONE FOR: COA**  
**COMMENTS:**  
**DECISION:**

**ZONING REVIEW CHECK LIST**  
**Residential -1 District**

<b>Address of Property</b>	Strawberry Street
<b>Property Owner's Name</b>	Andrew and Jacqueline Sears
<b>Tax Map #</b>	83A1-8-F
<b>Seeking Permit for:</b>	New 1,020.25 sq. ft, 2-story single-family residence with a 211.5 sq. ft. front porch; 24 sq. ft. rear enclosed deck, and 27 sq. ft. enclosed outdoor shower

- Verify that proposed use is use allowed by right: Single Family dwelling or accessory building (shed, garage) or Home Occupations or other: **New 1,020.25 sq. ft, 2-story single-family residence with a 211.5 sq. ft. front porch; 24 sq. ft. rear enclosed deck; and 27 sq. ft. enclosed outdoor shower.**
- 1) Site Plan submitted? If not, have Applicant prepare and complete Site Plan in compliance with Appendix C. **Point North Surveying LLC dated 8/19/2025**
- 2) Lot & Dwelling Size & LOT COVERAGE

<b>ORDINANCE REQUIREMENT</b>		
<b>Lot Size</b>	<b>Dwelling Unit Size</b>	<b>LOT COVERAGE (Section 4.2 (E) (6))</b>
Up to 5,600 sq ft	Need to comply with Lot Coverage requirement	The sum of the footprint square footage of all buildings on the lot shall be less than 50% of the total lot square footage
5,600 Sq. Ft (40' x 140')	960 sq ft (min) to 2,400 sq ft. (max)	
5,601 – 8,400 sq. ft	960 sq ft (min) to 3,000 sq ft (max)	
8,401+ sq ft	Max of 4,500 sq	
<b>NOTES: - Ordinance adopted 12/19/2024</b> (a) Patios, Porches, Decks, Attached Garages & Detached Accessory Structures are not included in the calculation of the dwelling unit square footage. (b) If multiple lots are used, see Section 4.1 (E) (7 & 8) for additional Lot Coverage Rules (c) If lot smaller than 5,600 sq ft, the total footprint area of all accessory building lot coverage shall not exceed ten percent (10%), per Section 4.1 (E) (12)		

LOT SIZE	HOUSE SQ FT	ACCESSORY STRUCTURE SQ FT	TOTAL SQ FT OF ALL BUILDINGS	LOT COVERAGE CALC	In Compliance or Not?
2,920	1,020.25	0	1,200	34.9%	YES

- 3) Setbacks – Non-Conforming Lots (up to 5,600 sq ft):
  - (a) Front: 30 ft or prevailing: **PREVAILING 7.6 ft.**
  - (b) Side: 5 ft: **Actual: West: 5.00 ft. East: 5 ft.**
  - (c) Rear: 5 ft: **25ft.**  
*If nonconforming lot, then rear setback may be 5 ft if lot less than 40 ft in width*  
*SEE NOTES FOR ACCESSORY BUILDINGS*
  - (d) Corner Lots – Minimum Side is 5 ft. or prevailing: **NA**

NOTES:

  - *DECKS & PATIOS NOT ALLOWED IN FRONT YARD;*
  - *See Section 4.1 (F) for Projections Allowed in Required Setbacks.*
- 4) Is there a fence/wall? **FENCE or WALL INDICATED.**  
 If yes, then minimum distance of 2 ft from any sidewalk, alley or public right of way; must be 1 inch from adjacent property boundaries.  
 If yes, max height for rear fence is 6 ft & max height for side and/or front yard fence is 4 ft.
- 6) Minimum Lot Width – 40 ft.
- 7) Height Restrictions for Main Structure/House: 40 ft’ height max or 2 ½ stories: **Actual: 30 ft. 0 in.**  
 (see Sec. 4.1 (C) for exceptions)
- 8) Development Standards – HISTORIC DISTRICT REVIEW BOARD (HDRB) determines compliance with Historic District Guidelines and Overlay District Requirements
  - a) Proportions – 1:1 to structures in neighborhood: **YES**
  - b) Scale and orientation: **YES**
  - c) Roof Pitch – prevailing standard or 8:12: **Actual: 5:12 & 12:12**
  - d) Windows & Doors: **YES**
    - Double hung windows or prevailing standard; jalousie, picture, and horizontal windows only in traditional American ranch style architecture: **Double-hung 3/1 & Awning 3-lite**
    - Exterior doors should be paneled or have glass panels; flush doors not allowed. **12-lite/1-panel**
  - e) Porches – min depth of six feet & cover 80% of width of front building façade.: **9 ft. & 89%**

**ACCESSORY STRUCTURES ONLY – Additional Requirements: NOT APPLICABLE**

- 9) ACCESSORY STRUCTURE – Additional Requirements
  - a) Not located in front or side yard: \_\_\_\_\_
  - b) No closer than 5 ft to any alley line: \_\_\_\_\_
  - c) No closer than 2 ft to any side or rear lot line: \_\_\_\_\_
  - d) If lot frontage is less than 80 ft, then the sum of all accessory buildings shall be less than the footprint of primary residence or 550 sq. ft, whichever is the lesser: **YES**
  - e) If lot frontage is greater than or equal to 80 ft, the sum of all accessory buildings shall be less than the footprint of the primary residence or 660 sq. ft., whichever is less: **NA**
- 10) Height Restrictions for Accessory Structures:
  - a) If house is no more than one story above grade, the height of Accessory Structure cannot be taller than house (Sec. 4.1 (E) (9): **NA**
  - b) If house is more than one story above grade, then Accessory Structure shall be no higher than 2/3 the height of the main structure or 24 ft, whichever is less (Sec. 4.1 (E) (10): **1-story**

**NA** 11) Distance between Accessory Structure and Main Building – min of 15 ft.: **42 ft. 6 in.**

**NA** 12) PHYSICAL CHARACTERISTICS: Will there be an accessory dwelling? **NO**  
a. Accessory dwellings shall be located in an accessory building.  
b. Accessory dwellings shall not have a floor area exceeding forty-five (45) percent of the floor area of the main building.

MAIN BLDG FLOOR AREA	45% ALLOWANCE for ADU FLOOR AREA	ACTUAL ADU FLOOR AREA

c. Accessory dwellings shall have one kitchen, one bathroom, and a sleeping area.  
d. Accessory buildings shall not have the appearance of a single-family dwelling

**NA** 13) Occupancy characteristics for Accessory Dwelling Units – Affidavit signed and submitted re: NO STRS/no TRANSIENT OCCUPANCY – **NOT APPLICABLE**



# Certificate of Appropriateness Application

## New Construction

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x31  
planningtech@capecharles.org

Revised	Section 5, Item G.
Taxes	J PARS
Violations	NA
pd chk # Fee 6544	500
Decision	HDRB

Budget Code: HISTF 100-3100-1100

### PART 1: APPLICATION NOTES

A Certificate of Appropriateness (COA) is required for all applications for zoning clearances and permits involving any new construction, including accessory structures, within the Cape Charles Historic District Overlay. A pre-application meeting is available upon request prior to submitting this application. \* The applicant is responsible for confirming and obtaining all necessary building permits after approvals.

The following documents must be submitted to the Town for review before this application can be reviewed. In addition to these documents, the COA application and requested supporting information must be deemed complete prior to being evaluated.

- A) Site Plan
- B) Elevations
- C) Zoning Clearance Application
- D) Photos of existing lot
- E) Renderings
- F) Photos of proposed materials
- G) Owner Permission Affidavit
- H) Payment of Fee
- I) Tree Permit Application

Owner signature:

*Rolan Dennis CCB, LLC*

Date: 8/20/25

### PART 2: PROPERTY INFORMATION

Property Address: 520 Strawberry St. Cape Charles

Tax Map #: 83A1-8-F

Is there an active Certificate of Appropriateness on this property?  No  Yes \_\_\_\_\_ Date

Zoning District: R-1

### PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Andy & Jacqueline Sears

Mailing Address: 7320 Hill Dr. Richmond, VA 23225

Phone Number: 540-246-0708

Email: Andy@structureworks.com

### PART 4: APPLICANT INFORMATION

Check here if applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company: Coastal Craftsman Builders, LLC

Mailing Address: 401 Madison Ave. Cape Charles, VA 23310

Phone Number: 757-678-3033

Email: Coastalcraftsmanbuilders@gmail.com

### PART 5: PROJECT INFORMATION

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed.):

Building home as per plans / specs.

**PART 6. NEW CONSTRUCTION**  
See Section 5.13 of the Historic District Design Guidelines

Section 5, Item G.

First Floor Building Area (sq. ft.): <b>988 House</b>	Total Gross Floor Area (sq. ft.): <b>1,920</b>		
Front Building Setback (ft.): <b>7'6"</b>	Building width (ft.): <b>26'</b>		
Building Height	Feet: <b>30 ft + or -</b>	Stories: <b>2</b>	Roof pitch: <b>12/12 + 5/12</b>
A. Foundation	Material to be used: <b>Parged concrete masonry block</b>		
B. Roofing	Material to be used: <b>Main House Roof: Certainteed Landmark asphalt shingles</b> <b>Porch Roof: Standing metal roof</b>		
	Chimney? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Number <b>1</b> Materials: <b>EXPOSED ROUND METAL</b>		
C. Siding	Material to be used: <b>Vinyl LAP</b>	Dimensions: <b>6 INCH EXP</b>	
D. Steps	Material to be used: <b>AZEK 5/4 x 6</b>		
E. Railing	Style and Material to be used: <b>SPECTIS POLYURETHANE</b>		
F. Porch	DEPTH <b>9'</b> Length: <b>9'</b> Width: <b>23.6"</b>		
	Material to be used: Floor: <b>T+G AZEK</b> Skirting: <b>1x12 AZEK</b>		
	Columns? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Number <b>3</b> Style & Materials: <b>BRICK BASE AZEK TOPS</b>		
G. Deck	Length: <b>6</b> Width: <b>4</b>	Material to be used: <b>AZEK</b>	
H. Doors	Width: <b>36"</b> Height: <b>80"</b>		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels)		
I. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: <b>3/1</b>		
	Material: <b>Vinyl</b> , see attachment for sizes; window schedule		
	Width:	Height:	Depth:
J. Trim	Material to be used: <b>PVC</b>		
	Dimensions: <b>5/4 x 4 + 5/4 x 6</b>		
K. Hardscape	Indicate the placement and dimensions of any of the following on your site plan.		
	Driveway: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Materials: <b>Concrete</b>	<b>Parking pad for golf cart</b>	
	Walkway: <input type="checkbox"/> No <input type="checkbox"/> Yes - Materials: _____	_____	
	Fence: <input type="checkbox"/> No <input type="checkbox"/> Yes - Materials: _____	_____	
	Patio: <input type="checkbox"/> No <input type="checkbox"/> Yes - Size: _____ Materials: _____	_____	
	Outdoor shower: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - <input type="checkbox"/> Not Enclosed <input checked="" type="checkbox"/> Enclosed - Materials: <b>Vinyl</b>	_____	
	Pool: <input type="checkbox"/> No <input type="checkbox"/> Yes	_____	
Accessory Structure: <input type="checkbox"/> No <input type="checkbox"/> Yes - Complete an additional COA application for the structure			

Describe how the proposed construction will relate to the architectural scale, massing, volumes, and styles represented in the historic district. Attach pictures of the neighborhood (e.g., adjacent buildings, streetscapes).

Section 5, Item G.

In terms of volume the building's footprint and overall size are compatible with neighboring properties, and the property size.

The style draws inspiration from historic precedents without resorting to imitation. Architectural details, materials, and finishes are chosen to complement the district's craftsmanship, while the overall design remains clearly identifiable as a contemporary addition. This approach allows the new construction to contribute positively to the historic environment by reinforcing its character and sense of place, while avoiding false historicism.

Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation:

see plan; specs sheet

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.

Applicant's signature: Robin Summs

Date: 01/28/25

Zoning Administrator's signature: \_\_\_\_\_

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

Revised 05/2025	
Taxes	
Violations	
Fees	
Decision	



### Owner Affidavit for Permission to Represent

Planning & Zoning Department  
 2 Plum Street; Cape Charles, VA 23310  
 757-331-3259 x31

[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

**PART 1. APPLICATION NOTES**

Use this form to give permission for a contractor, architect, or other individual to represent the owner of a property in matters within the Town of Cape Charles.

---

**PART 2: PROPERTY INFORMATION**

Property Address: 520 Strawberry St. Cape Charles, VA 23310 Tax Map #: 83A1-8-F

---

**PART 3: PROPERTY OWNER INFORMATION**

Name and/or Company: Andy & Jacqueline Sears

Mailing Address: 7320 Hill Dr. Richmond, VA 23225

Phone Number: 540-246-0708 Email: Andy@structureworks.com

I hereby give authority to the following representative to act on my behalf on the following matter:  
Coastal Craftsman Builders; all matter related to new build

---

**PART 4: REPRESENTATIVE INFORMATION**

Name and/or Company: Coastal Craftsman Builders

Mailing Address: 401 Madison Ave. Cape Charles, VA 23310

Phone Number: 757-678-3033 Email: Coastalcraftsmanbuilders@gmail.com

to file documents on my behalf  To represent me in meetings with Town officials

Name and/or Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

to file documents on my behalf  To represent me in meetings with Town officials

Signature of owner: [Signature] Date: 7/31/25

State of VIRGINIA County of SPOTSYLVANIA The foregoing instrument was acknowledged before me this 31 day of JULY, 2025, by ANDY SEARS (name of person acknowledged)

Signature of Notarial Officer: [Signature]

Notary Registration number: 7527396

My commission expires: 11-30-2028



Seal

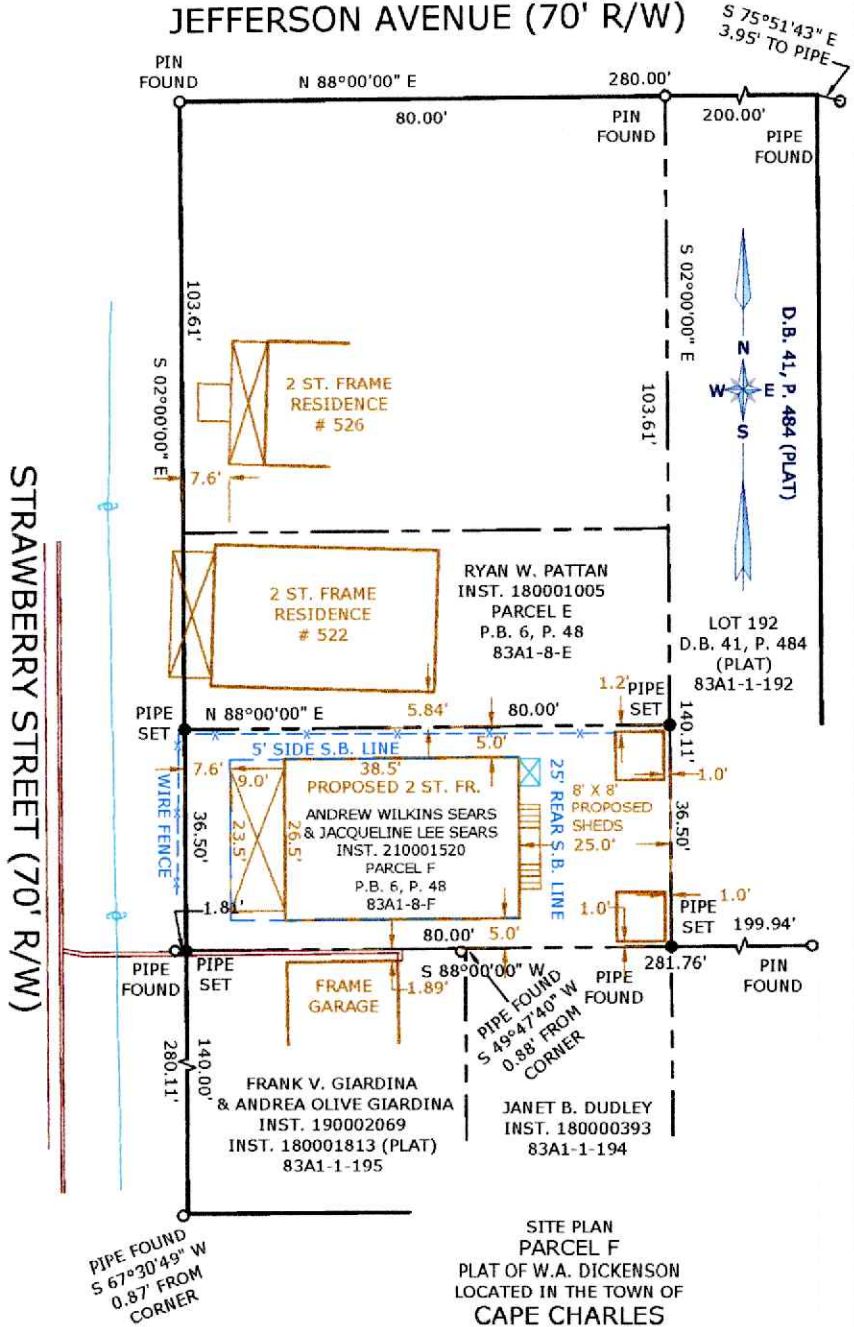
**SURVEYORS CERTIFICATION**

I, CRAIG P. CROCKETT, 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.

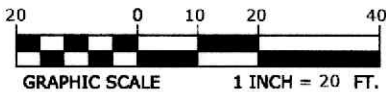


**GENERAL NOTES:**

1. OWNERS:  
ANDREW WILKINS SEARS  
& JACQUELINE LEE SEARS
2. TAXPARCEL:  
83A1-8-F
3. SOURCE OF TITLE:  
INST. 210001520
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN JULY 2021 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.
7. PLAT REFERENCE:  
D.B. 41, P. 484 (PLAT)  
P.B. 6, P. 48  
INST. 180001813 (PLAT)
8. AREA: 2,920 SQ. FT.  
(0.067 AC.)



SITE PLAN  
PARCEL F  
PLAT OF W.A. DICKENSON  
LOCATED IN THE TOWN OF  
**CAPE CHARLES**  
CAPEVILLE DISTRICT, NORTHAMPTON  
COUNTY, VIRGINIA  
SCALE: 1" = 20'    AUGUST 19, 2025



**POINT NORTH**  
POINT NORTH SURVEYING LLC  
P.O. Box 701, (757) 709-3008  
Orley, VA, 23418 pointnorthsurveying@gmail.com  
DRAWN BY: CROCKETT    FIELD BOOK: FILE COPY  
BACKTRAV: CROCKETT    PROJ. NO: 21107A

Existing lot

Section 5, Item G.



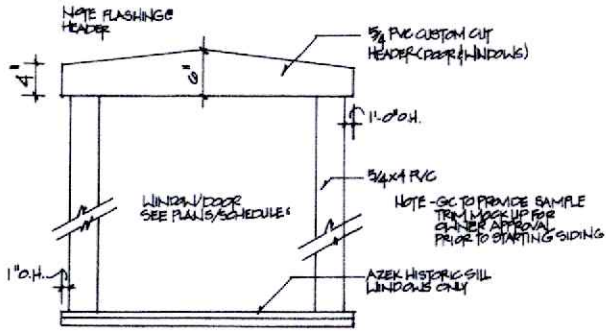
520 Strawberry St.



photo of neighborhood / Strawberry St.

# House Plans

Section 5, Item G.



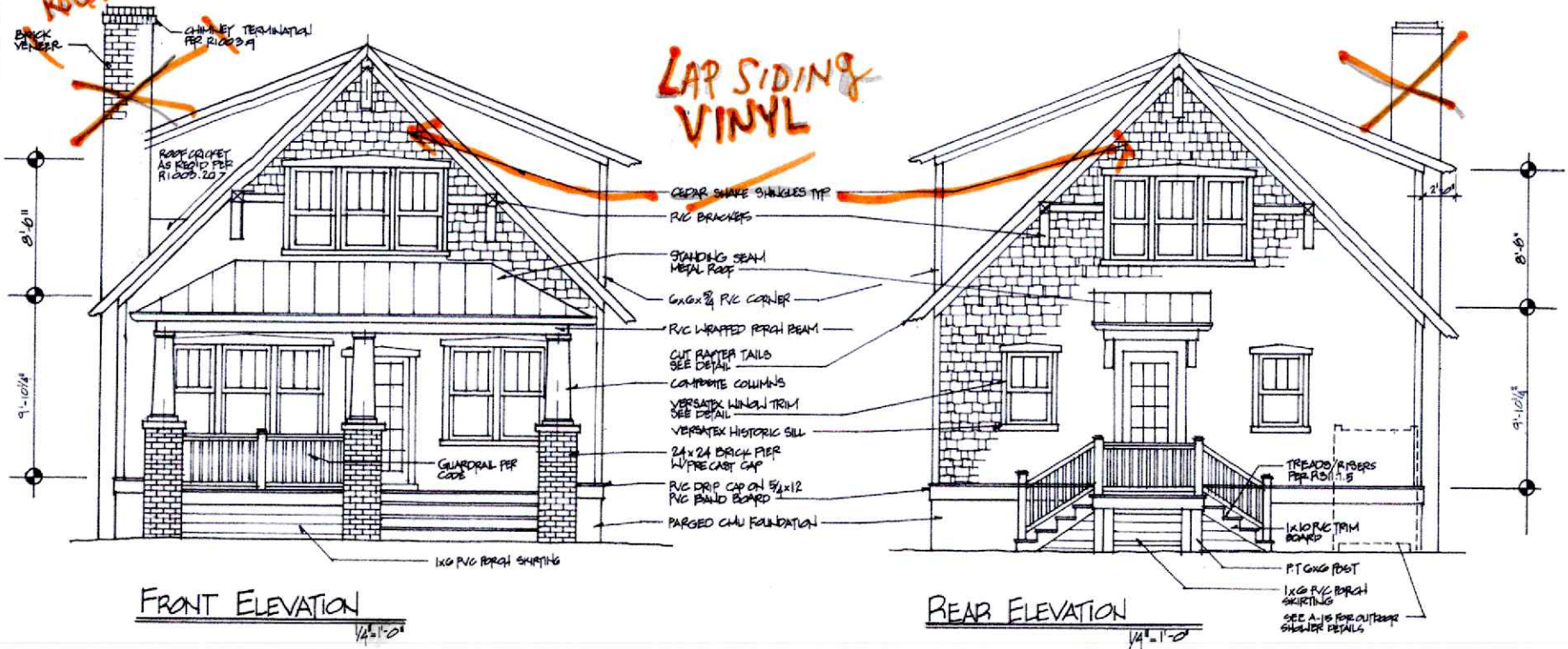
1  
A-3  
EXTERIOR TRIM DETAIL



RAFTER TAIL DETAIL

**EXPOSED ROUND PIPE**

**LAP SIDING & VINYL**



FRONT ELEVATION

REAR ELEVATION

SEAR'S RESIDENCE		
SCALE: AS NOTED	APPROVED BY:	DRAWN BY:
DATE:	REVISED:	REVISED:
520 STRAWBERRY ST		
DRAWING NUMBER:		A



RIGHT SIDE ELEVATION

1/4" = 1'-0"



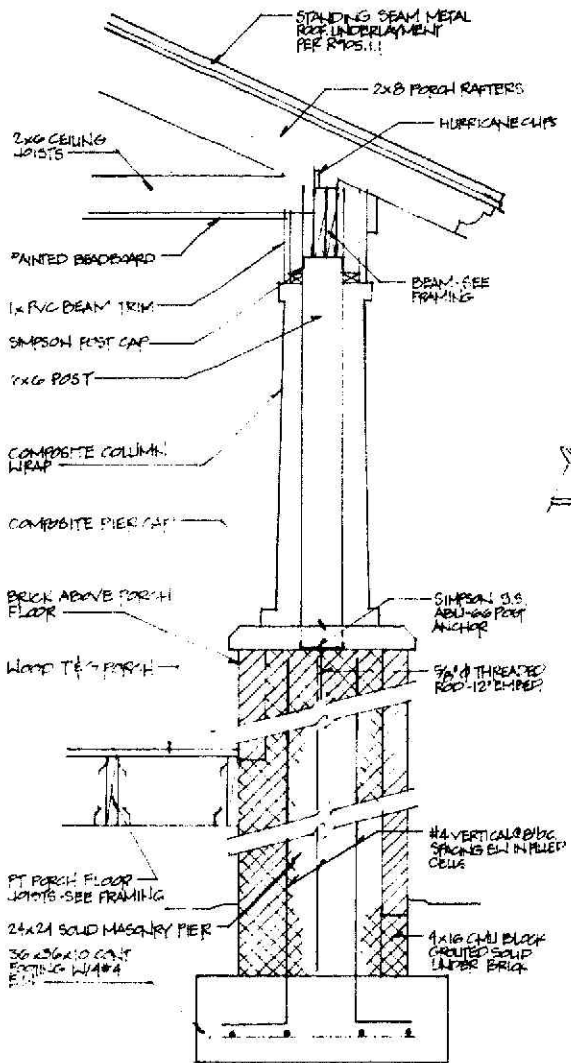
LEFT SIDE ELEVATION

1/4" = 1'-0"

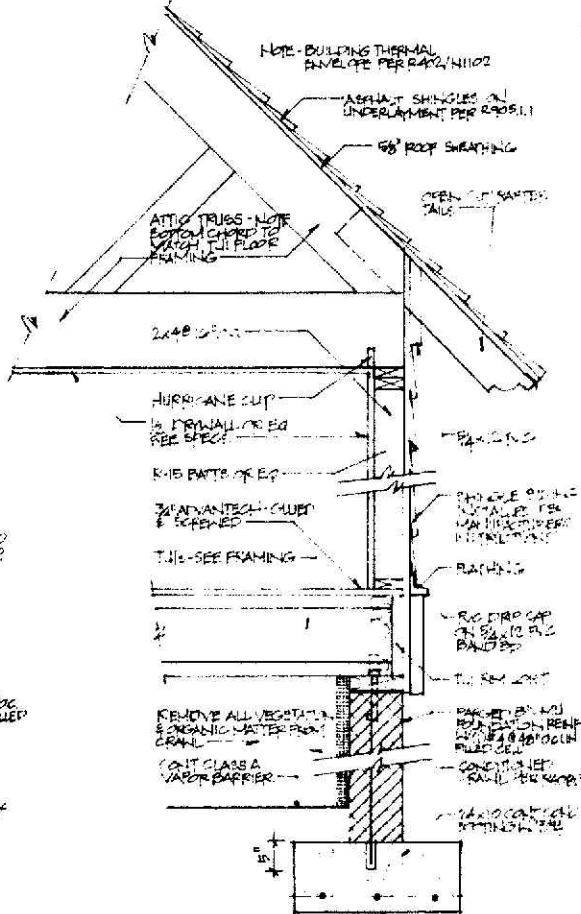
VINYL  
LAP SIDING

STOVE  
PIPE

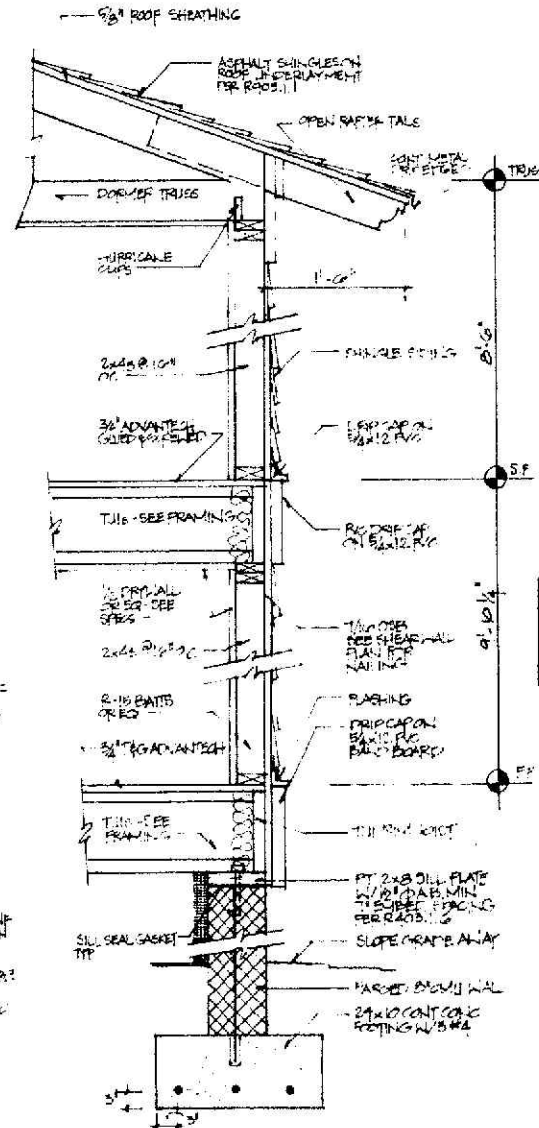
SEAR'S RESIDENCE		
SCALE: AS NOTED	APPROVED BY:	DRAWN BY:
DATE:		REVISED:
520 STRAWBERRY ST		
	DRAWING	126
	A-	



1 PORCH PIER SECTION  
1'-10"



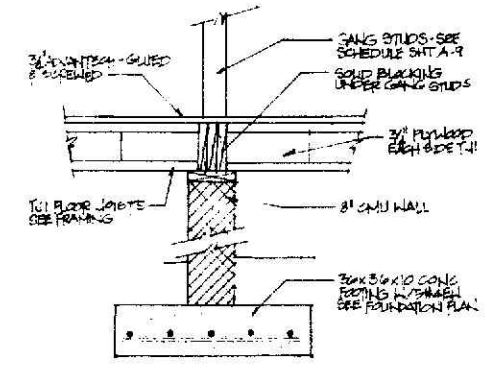
2 WALL SECTION  
1'-10"



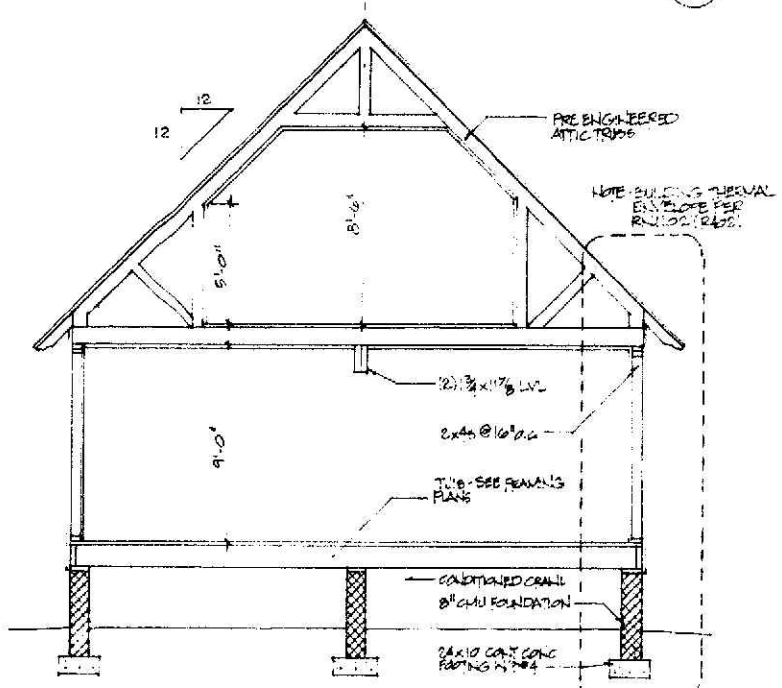
3 WALL SECTION  
1'-10"

NOTE - ALL JAIL ROOF SHEATHING TO BE ZIP SYSTEM - INSTALLED PER MANUFACTURERS INSTRUCTIONS

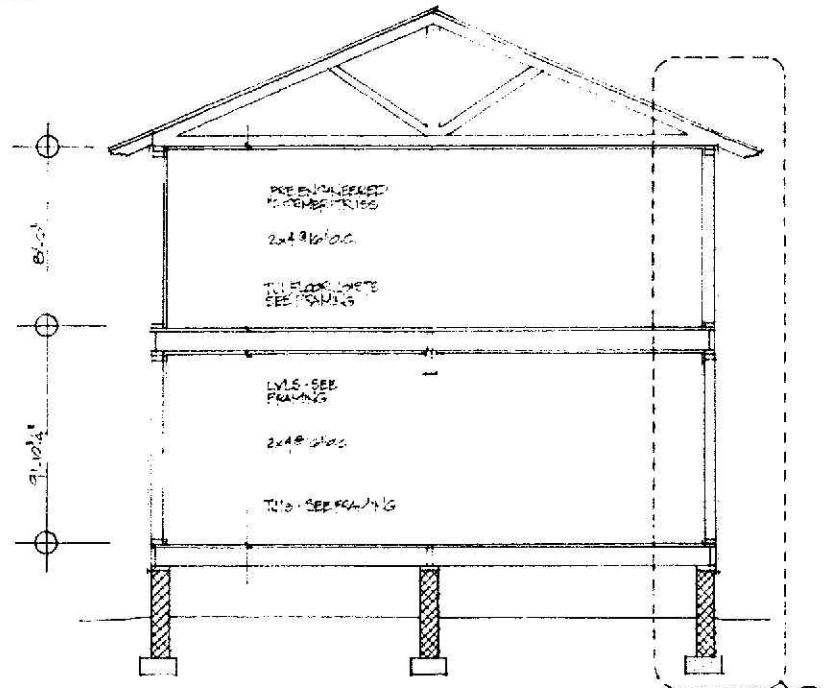
SEARS RESIDENCE		
SCALE: AS NOTED	APPROVED BY:	DRAWN BY:
DATE:		REVISED:
500 STRAWBERRY		
		4



3  
A-1  
FONT LOAD DETAIL  
3/4" 11-0"

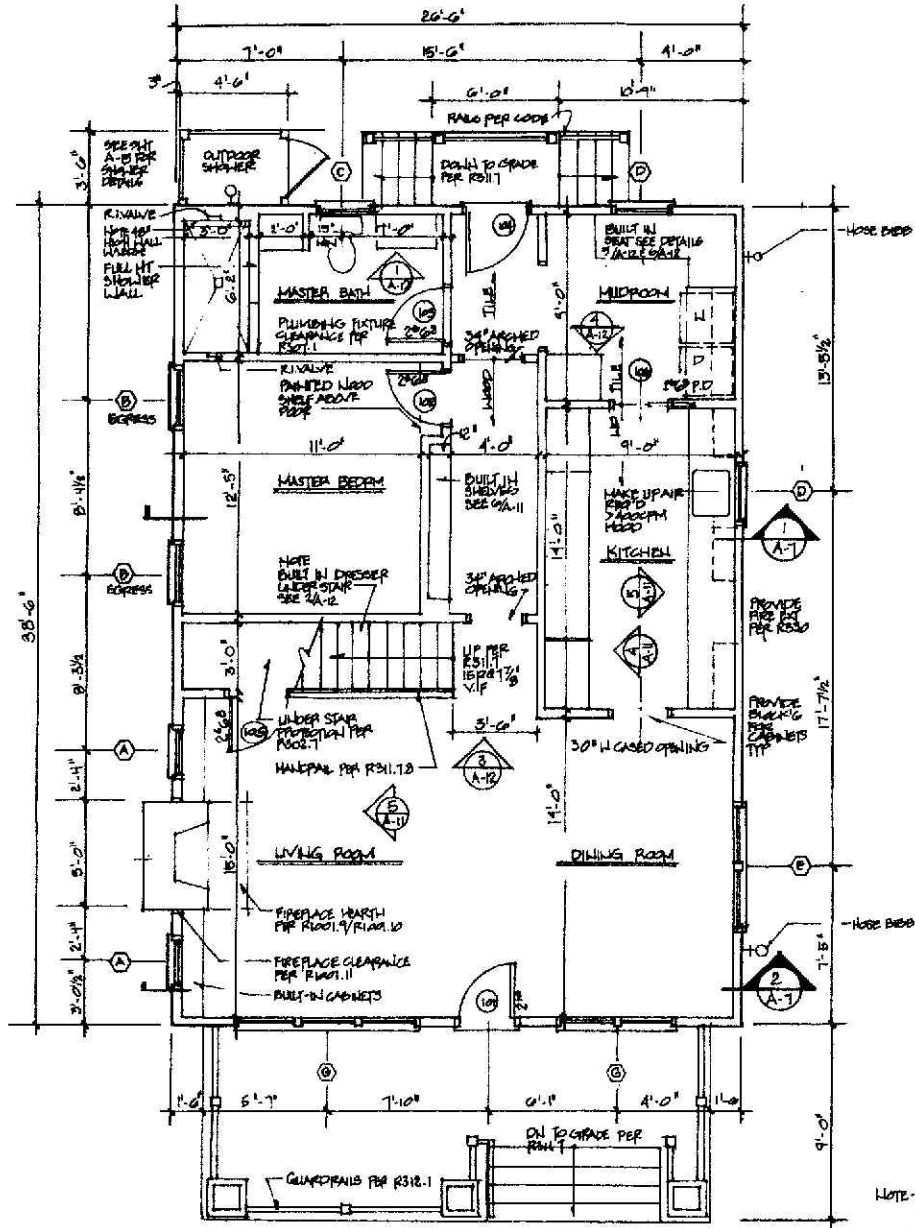


1  
A-1  
HOUSE SECTION  
1/4" 11-0"

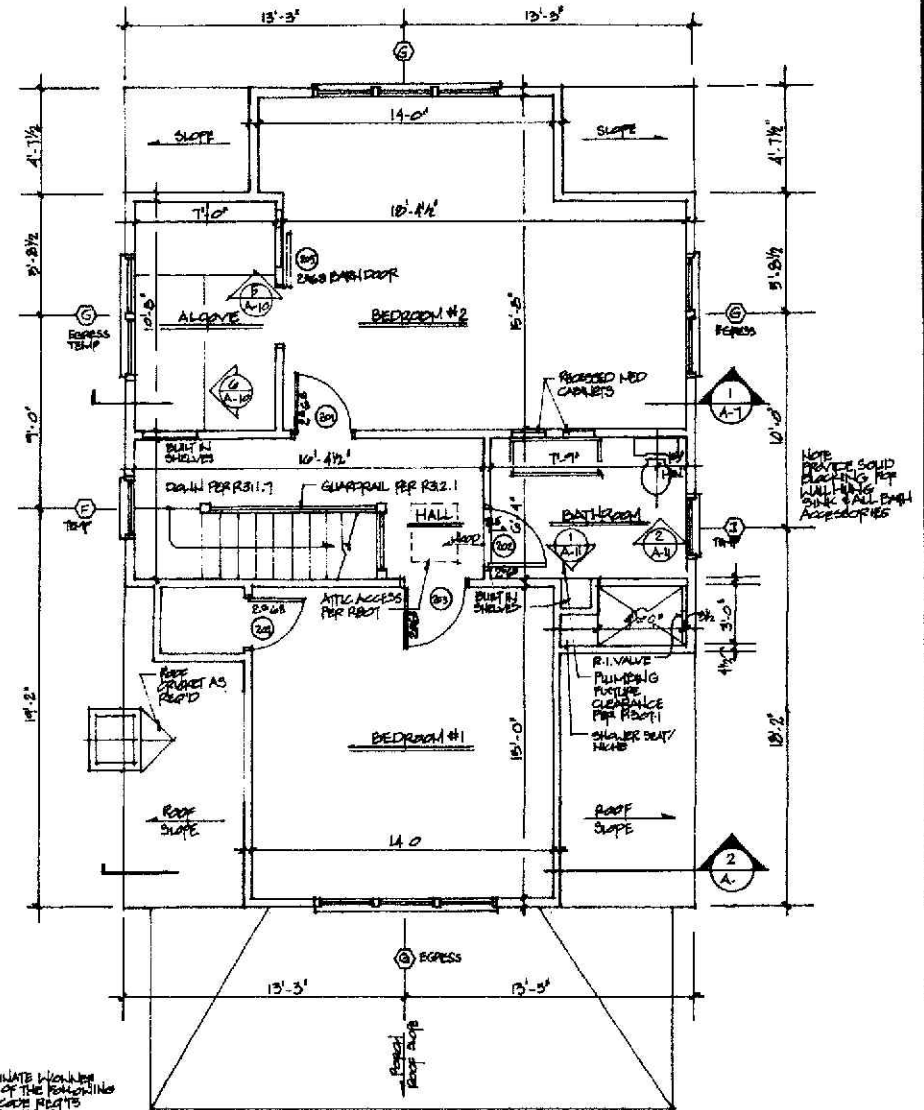


2  
A-1  
HOUSE SECTION  
1/4" 11-0"

SEAR'S RESIDENCE		
SCALE:	APPROVED BY:	DRAWN BY:
DATE:	REVIEWED:	
500 STRAWBERRY CT		

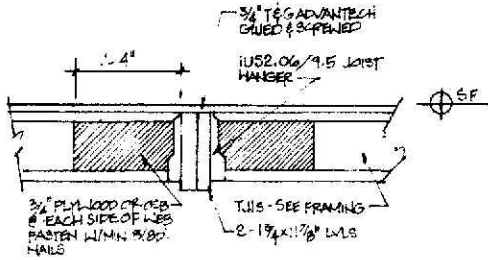


FIRST FLOOR PLAN  
1/4"=1'-0"

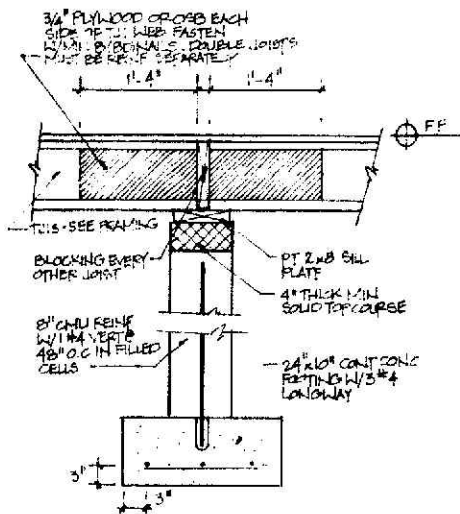


SECOND FLOOR PLAN  
1/4"=1'-0"

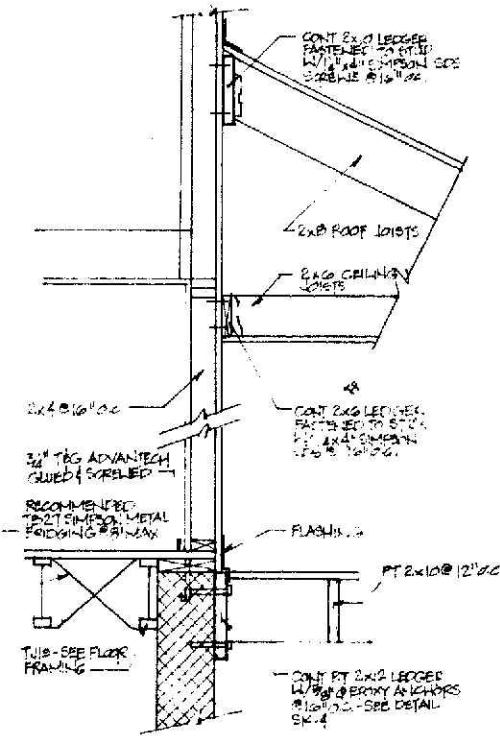
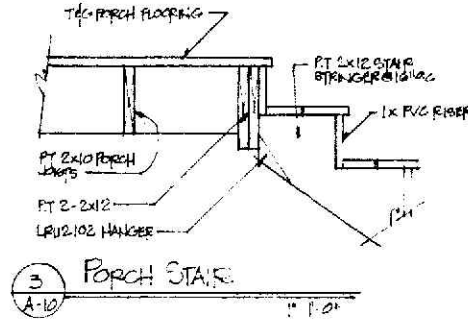
<b>SEAR'S RESIDENCE</b>		
SCALE:	APPROVED BY:	DRAWN BY:
DATE:		REVISED:
<b>520 STRAWBERRY ST</b>		
		A



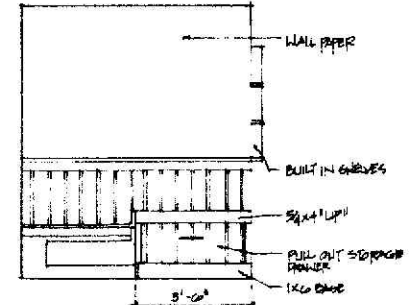
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A-10  
DETAIL @ JLT



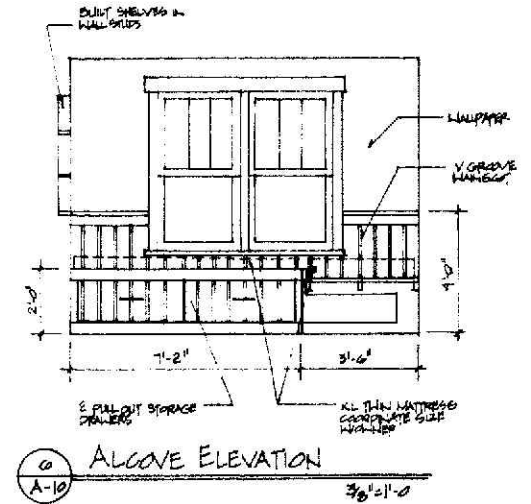
2  
A-10  
INTERIOR FOUNDATION WALL



4  
A-10  
HOUSE/PORCH DETAIL



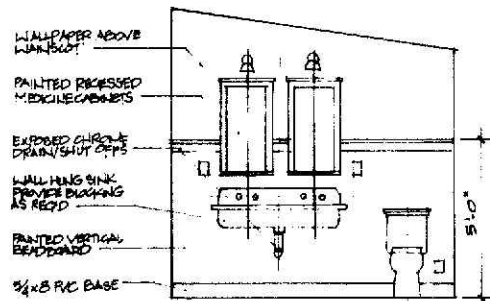
5  
A-10  
ALCOVE ELEVATION



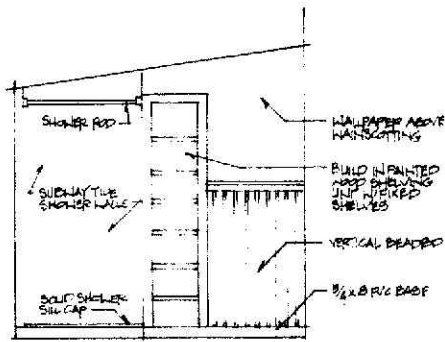
6  
A-10  
ALCOVE ELEVATION

SEARS RESIDENCE		
SCALE: AS NOTED	APPROVED BY:	DRAWN BY:
DATE:	REVISED:	
520 STRAWBERRY STREET		
DRAWN BY: A		130

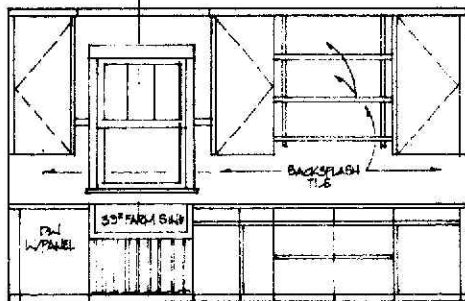
le



1 SECOND FLOOR BATH  
A-II

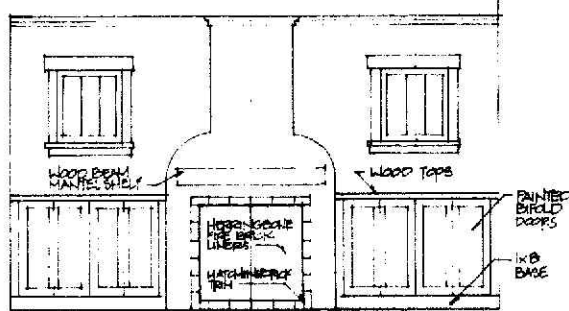


2 SECOND FLOOR BATH  
A-II

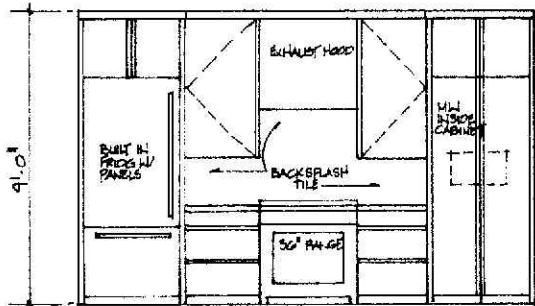


NOTE CABINETS PROVIDED BY OWNER & INSTALLED BY GC

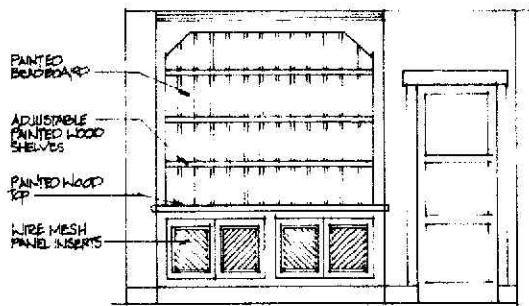
3 KITCHEN ELEVATION  
A-II



5 FIREPLACE ELEVATION  
A-II



4 KITCHEN ELEVATION  
A-II



6 HALLWAY BUILT-IN  
A-II

Section 5, Item G.

A R/O 2'-0\" ALUMINUM QUANTITY (2)	B R/O 2'-0\" EXPOSED-QUANTITY (2)	C R/O 2'-0\" \"BWP GLASS QUANTITY (2)	D R/O 2'-0\" QUANTITY (2) HURDIS (2) HURDIS
E R/O 2'-0\" ALUMINUM QUANTITY (2)	F R/O 2'-0\" TEMP GLASS QUANTITY (3)	G R/O 2'-0\" EXPOSED-QUANTITY (3)	H R/O 2'-0\" EXPOSED-QUANTITY (3)

NOTE PROVIDE FINAL LINDOY NOTE FOR OWNER REVIEW

VARV IN ELEVATE COLOR STONE/WHITE W/ SOLID GRILLES

WINDOW SCHEDULE

DOOR SCHEDULE

THERM TRU SMOOTH STAR STYLE # S2250-SOL COLONIAL II LITE FRONT/REAR DOOR	INTERIOR DOOR 3 EQUAL SHAKER PANELS 1 1/2\"/>		

exterior ← interior →

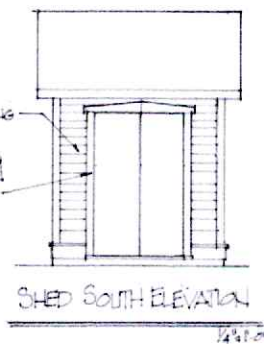
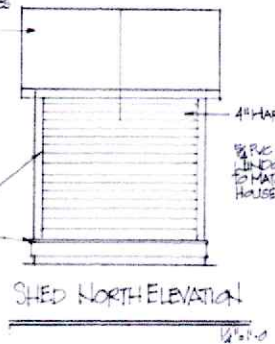
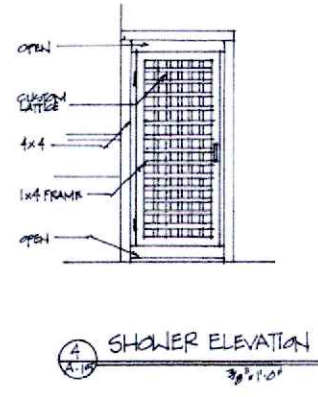
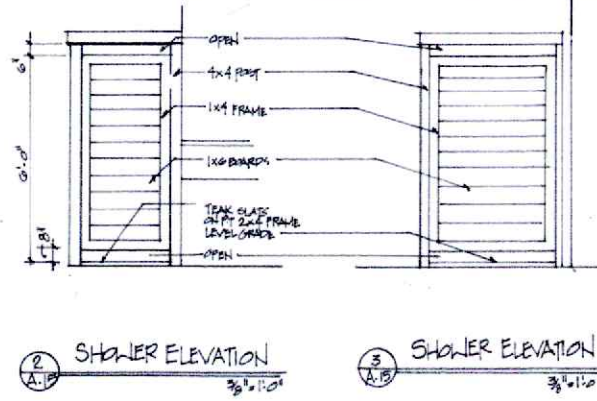
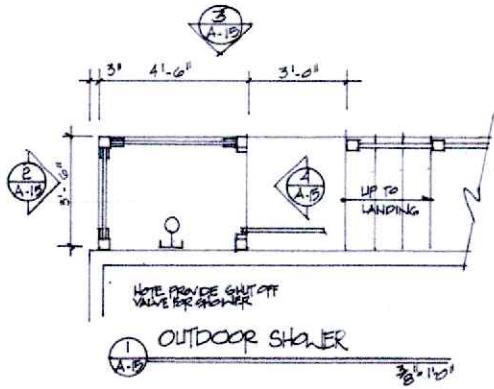
SEAR'S RESIDENCE

SCALE: AS NOTED APPROVED BY: \_\_\_\_\_ DRAWN BY: \_\_\_\_\_

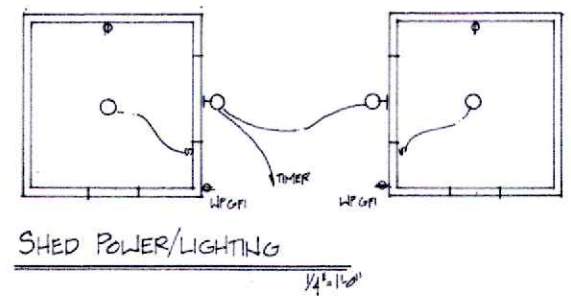
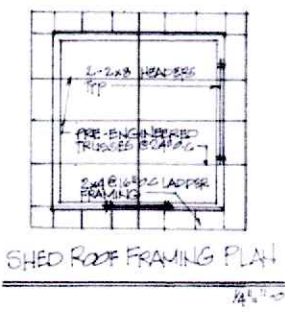
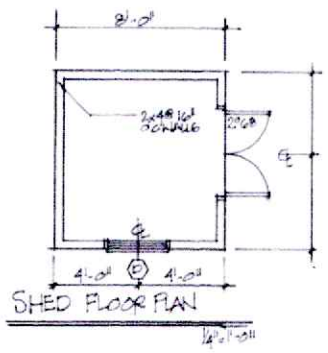
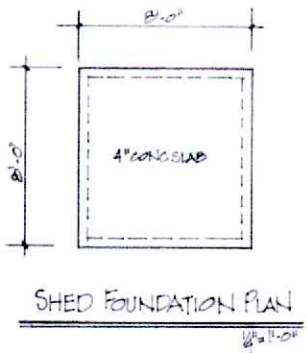
DATE: \_\_\_\_\_ REVIEWED: \_\_\_\_\_

520 STRAWBERRY ST

ON APPROVAL OF OWNER



\* Future Shed



SEAR'S RESIDENCE		
SCALE AS NOTED	APPROVED BY:	DRAWN BY:
DATE:		
520 STRAWBERRY ST		

# Exterior

Room: Exterior

Specs. 1-21  
page

Section 5, Item G.



**QUOTE**

<b>INVOICE INFORMATION</b> LOUDDUN DOOR AND WINDOW	<b>SHIPPING INFORMATION</b> LOUDDUN DOOR AND WINDOW
---	--

**SHIP VIA:**

ORDER	ORDER DATE	PO NUMBER	CUSTOMER REF	TERMS
60098	12/20/2024	Sims/strawberry	Sims /strawberry	

ITEM	DESCRIPTION	QTY	SIZE	PRICE	TOTAL
1	143 AWNING WNDOW EXACT SIZE, CREAM, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, COLONIAL-(2V0H), SIMULATED DIVIDED LITE, CREAM, EXTRUDED NAILFIN, FIBERGLASS INS	2	24 1/2 W X 27 H		
2	143 AWNING WNDOW EXACT SIZE, CREAM, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, COLONIAL-(2V0H), SIMULATED DIVIDED LITE, CREAM, EXTRUDED NAILFIN, FIBERGLASS INS	2	32 1/2 W X 27 H		
3	177 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL-(2V0H), SIMULATED DIVIDED LITE, CREAM, EXTRUDED NAILFIN, FULL FLEXSCREEN-(CHCL), FIBERGLASS INS	2	32 W X 57 3/4 H		
4	177 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), TEMPERED FULL, DOUBLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL-(2V0H), SIMULATED DIVIDED LITE, CREAM, EXTRUDED NAILFIN, FULL FLEXSCREEN-(CHCL), FIBERGLASS INS Bath	2	30 W X 47 3/4 H		
5	177 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL-(2V0H), SIMULATED DIVIDED LITE, CREAM, EXTRUDED NAILFIN, FULL FLEXSCREEN-(CHCL), FIBERGLASS INS	2	30 W X 47 3/4 H		
6	177 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), TEMPERED FULL, DOUBLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL-(2V0H), SIMULATED DIVIDED LITE, CREAM, EXTRUDED NAILFIN, FULL FLEXSCREEN-(CHCL), FIBERGLASS INS Bath	3	30 W X 59 3/4 H		
7	177 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL-(2V0H), SIMULATED DIVIDED LITE, CREAM, EXTRUDED NAILFIN, FULL FLEXSCREEN-(CHCL), FIBERGLASS INS	13	30 W X 59 3/4 H		
<b>TOTALS:</b>		26			
				<b>SUBTOTAL:</b>	\$
				<b>TOTAL:</b>	\$

**COMMENT:**

IMG\_9246

- Window Schedule  
 143 Awning Windows (2)  
 177 Series Double Hung 3 over 1 (24)

# Exterior

Room: Exterior



## Stair Treads

Composite Mahogany Treads  
For stair treads

# Exterior

Room: Exterior



## Azek

Dimensions: 1" x 4"

Color/Finish: Mahogany

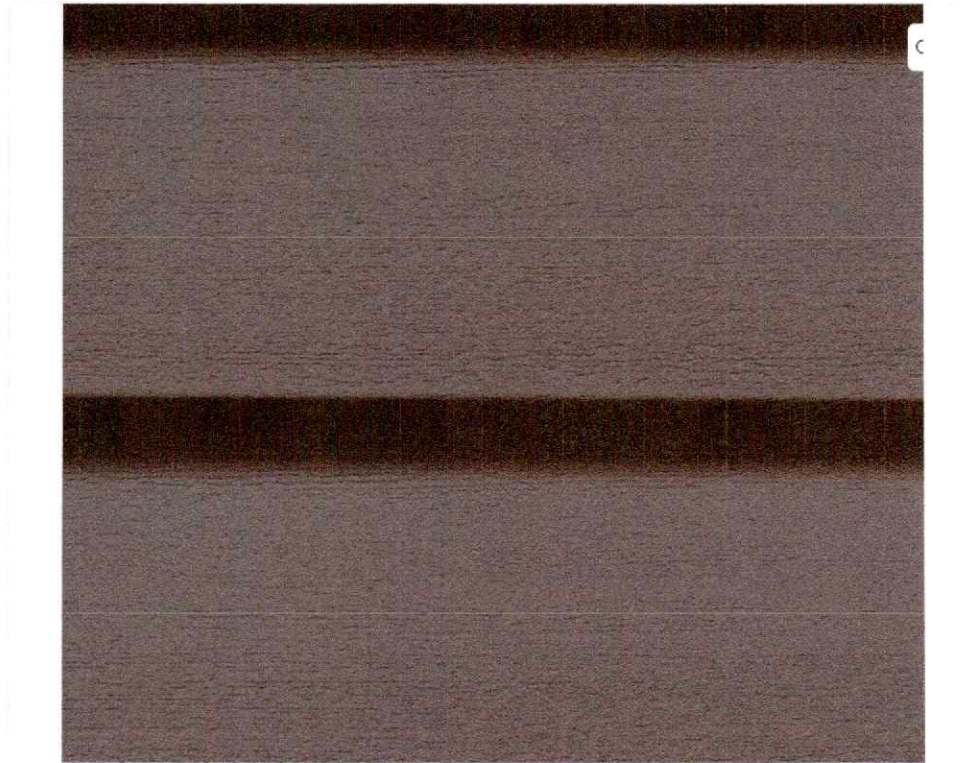
Azek Vintage 4" Porch Boards (tongue-and-groove)

# Exterior

Section 5, Item G.



Room: Exterior



## CertainTeed Cedarboards 6"

Dimensions: 6" exposure

Color/Finish: TBD

CertainTeed's CedarBoards Insulated Siding

6" exposure

Color: TBD

# Exterior

Room: Exterior



**Metal Roof Over Front & Rear Porch**

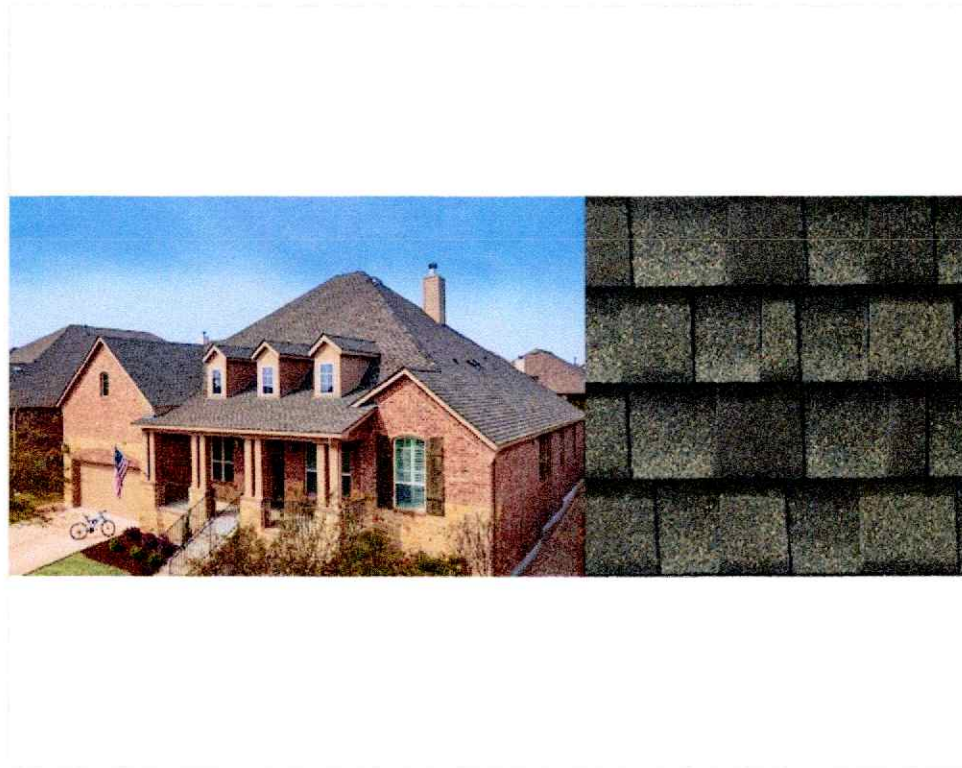
Color/Finish: TBD

Standing Seam Metal Roof

Color: TBD

# Exterior

Room: Exterior



**Timberline UHDZ®**

Color/Finish: Weathered Wood

Timberline UHDZ® (Ultra High Definition)

Color: Weathered Wood

# Exterior

Room: Exterior



## Front Porch Columns

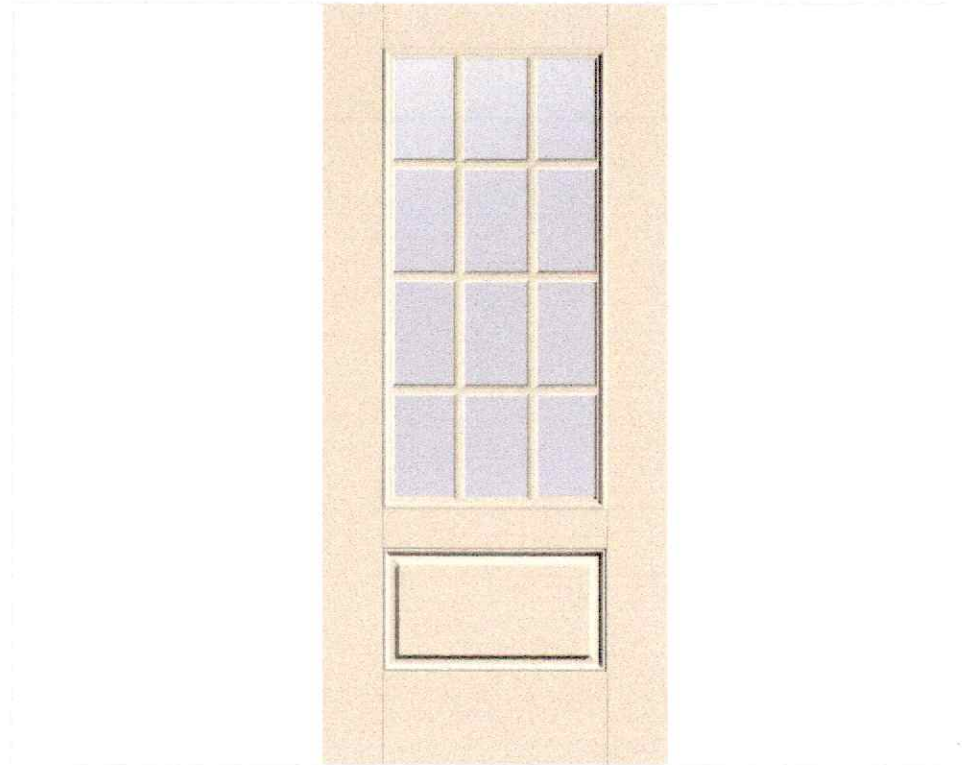
Brick base with half bungalow columns in PVC

# Exterior

Section 5, Item G.



Room: Exterior



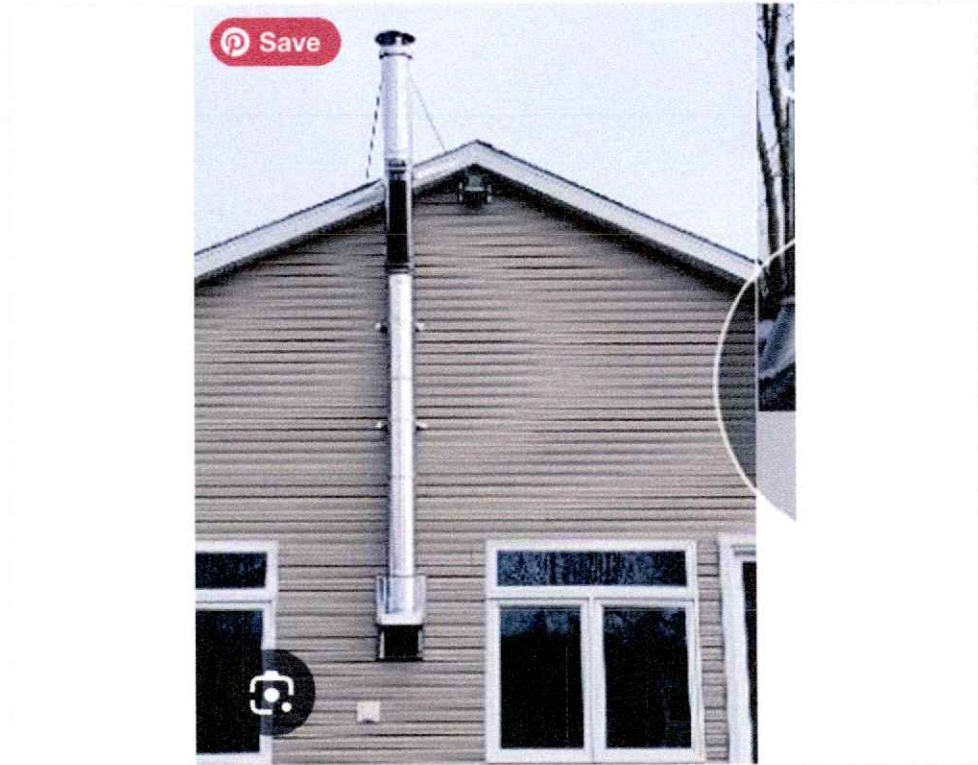
**Smooth-Star®**

Front & Back Doors

Style No. S92 | 3/4 Lite 1 Panel | Glass Name: 12 Lite 3Wx4H Divided Lite

# Exterior

Room: Exterior

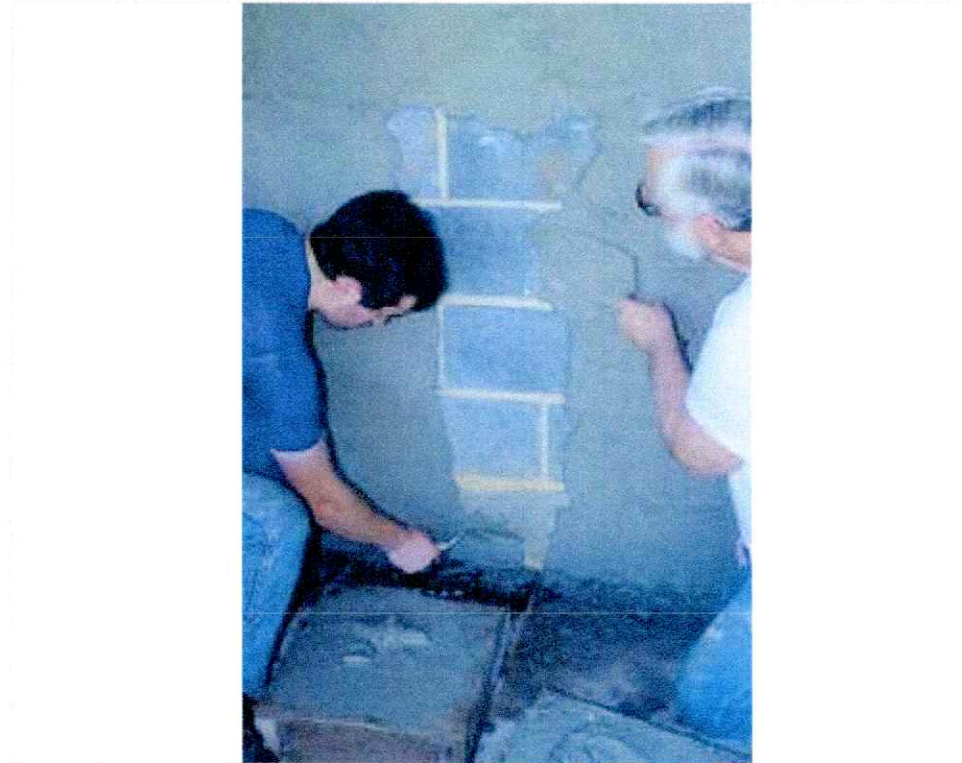


Screenshot 2025-08-18 at 1.21.28 PM

8" exposed exterior stove pipe

# Exterior

Room: Exterior



Foundation/Parging concrete masonry block

# Exterior

Room: Exterior



**52" Energy Star Rated Indoor / Outdoor Ceiling Fan - 5 Blades Included**

Dimensions: 52"

Color/Finish: White

Front porch fan

# Exterior

Room: Exterior



**Factory 4 Outdoor Sconce**

Rear porch light. [Read reviews](#)

# Exterior

Room: Exterior



**Fran 6" Surface Mount**

Front Porch Light



# Exterior

Room: Exterior

Section 5, Item G.



**VERSATEX**  
BUILDING PRODUCTS

PROFILE:

5.500"

1.000"

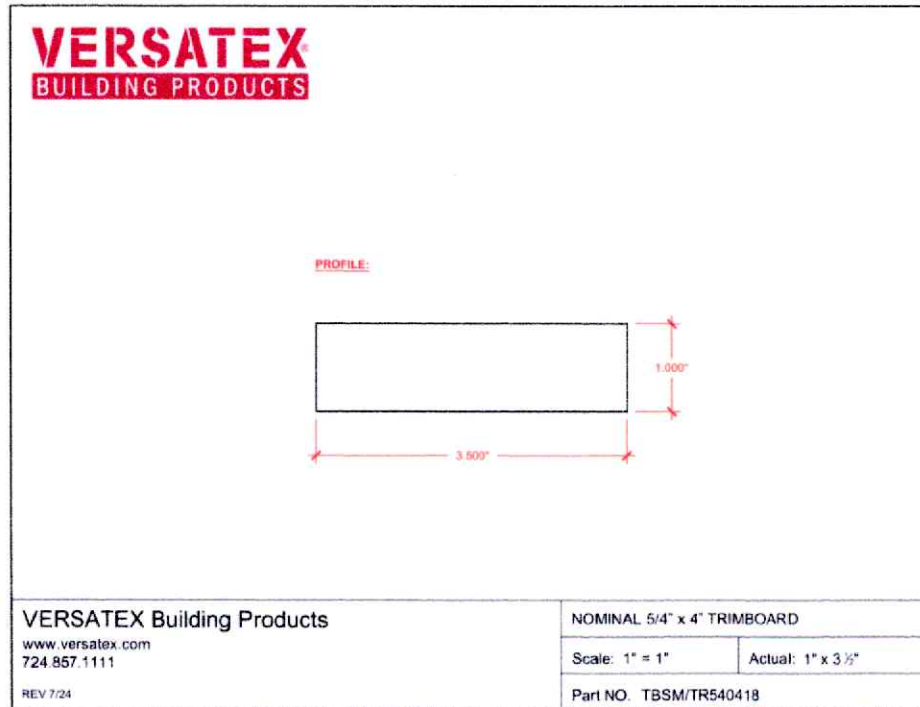
VERSATEX Building Products		NOMINAL 5/4" x 6" TRIMBOARD	
www.versatex.com		Scale: 1" = 1"	Actual: 1" x 5 1/2"
724.857.1111		Part NO. TBSM/TR540618	
REV 7/24			

5/4 x 6 Trim

Trim board

# Exterior

Room: Exterior

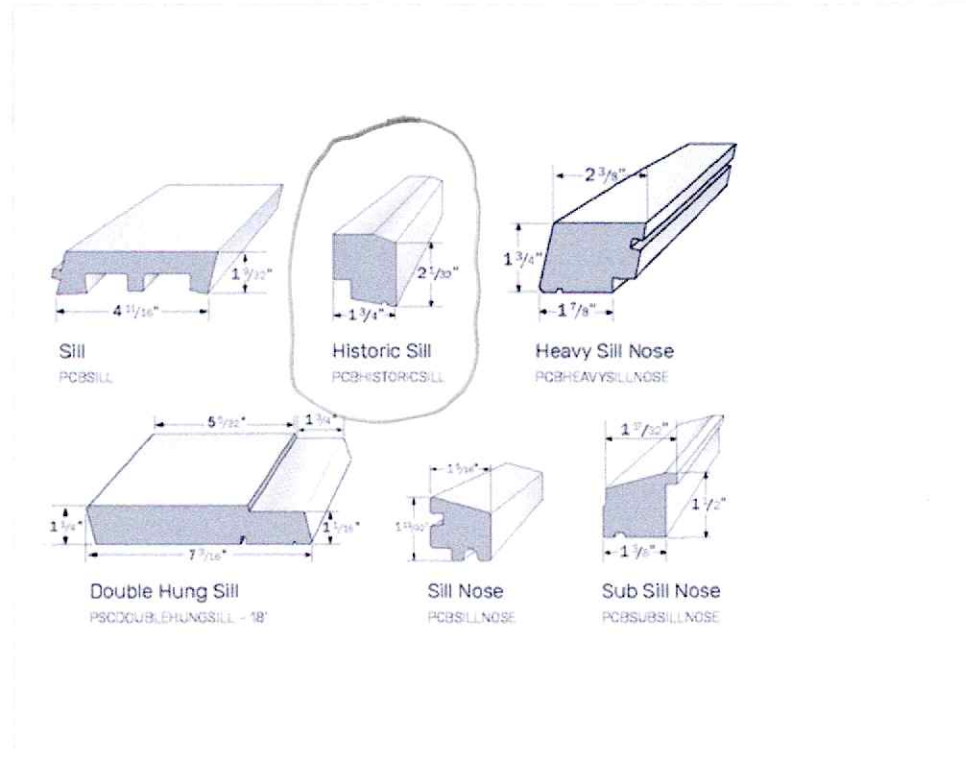


## Window Side Trim

5/4 x 4 Window Side Trim

# Exterior

Room: Exterior



Sill - Versatex - PVC Trim

Window Sill; Historic Sill

# Exterior

Room: Exterior

Section 5, Item G.



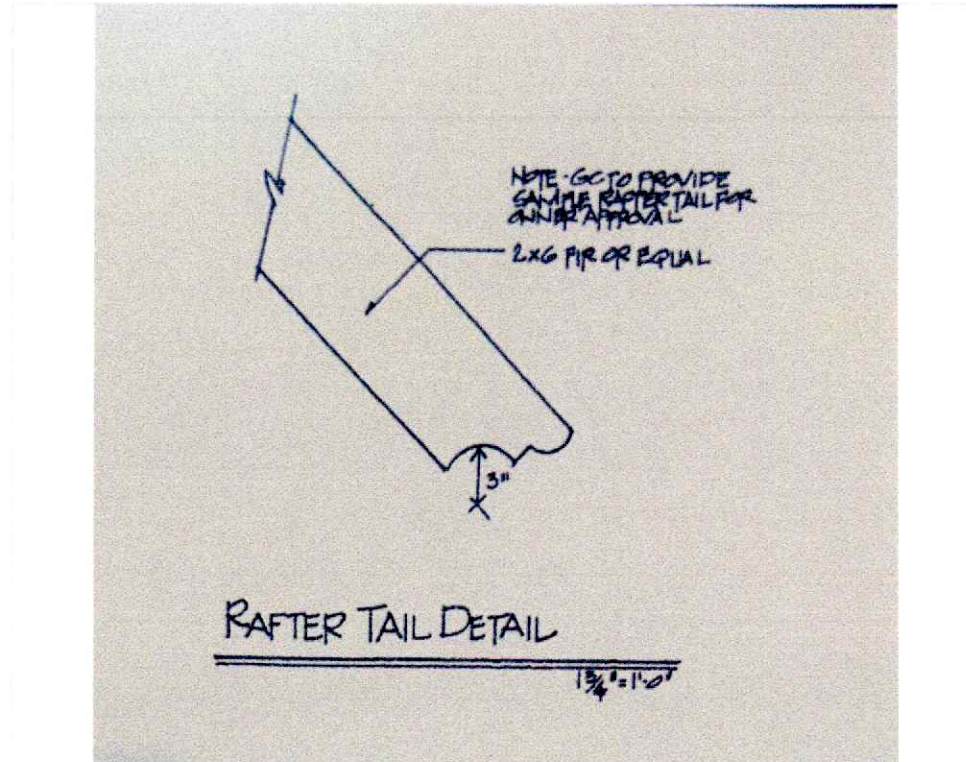
**Azek Beadboard Reversible White PVC Trim 1/2" x 6" x 18'**

Dimensions: 1/2" x 6" x 18'

Porch Ceiling

# Exterior

Room: Exterior



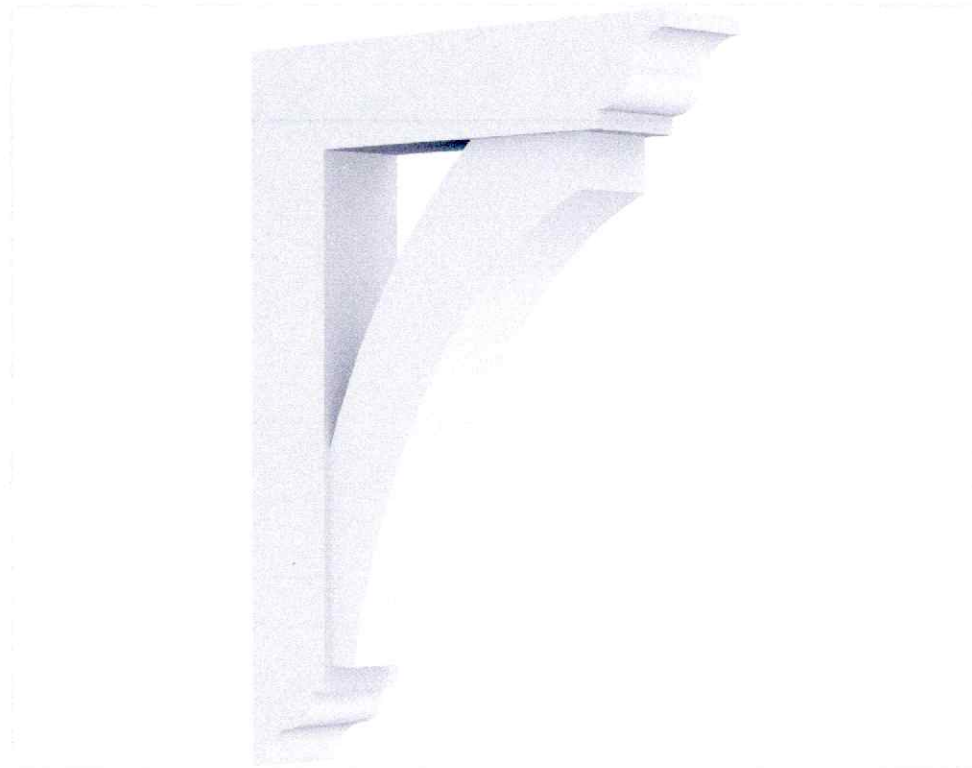
IMG\_9244

2x6 Rafter Tail Detail; Front & back porch only

# Exterior



Room: Exterior



**3"W X 18"D X 24"H STANDARD THORTON ARCHITECTURAL GRADE PVC BRACKET WITH TRADITIONAL ENDS**

Exterior Brackets

# Exterior

Room: Exterior



RAL2110B Bottom Railing

# Exterior

Room: Exterior



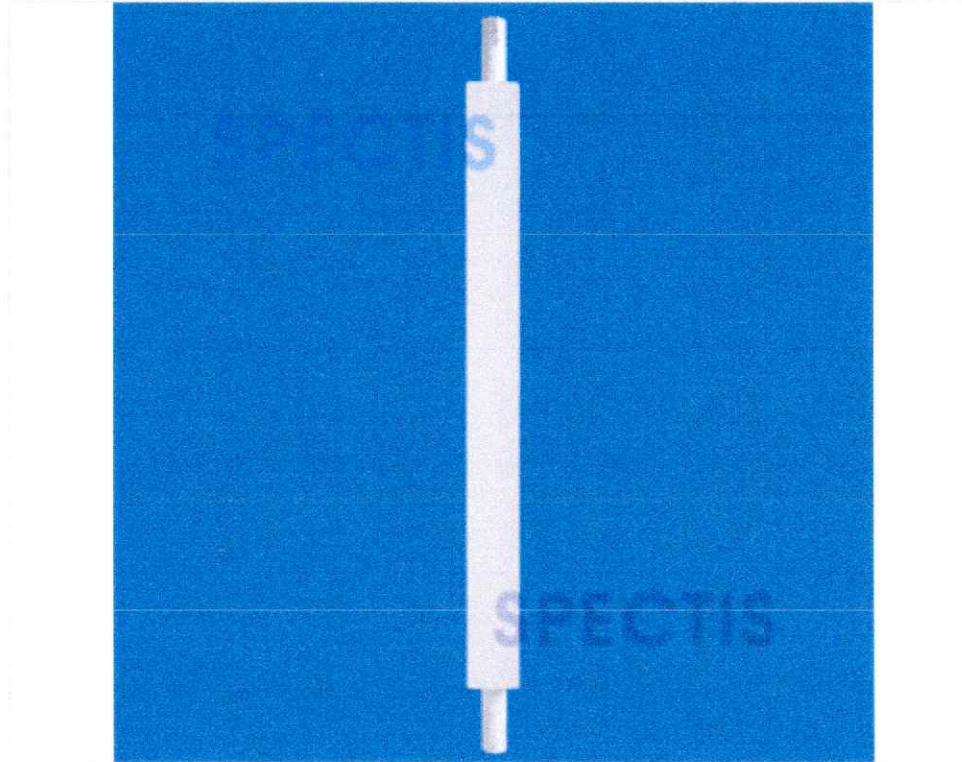
## Newel Post

Dimensions: 5 1/2" sq.

5 1/2" sq. newel post

# Exterior

Room: Exterior



**Porch Rail Baluster**

1 3/4" Baluster

# Exterior

Room: Exterior



**Top Railing**

Spectis high density polyurethane



# Tree Removal Permit Application

Planning & Zoning Department  
 2 Plum Street; Cape Charles, VA 23310  
 757-331-3259 x31  
[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 07/2023	
Taxes	✓ PARS
Violations	NA
Permit # Fee	6541 80.00
Decision	

Budget Code: MISPL 100-3100-1070

If the tree(s) is in the VDOT right-of-way, the grassy space between the sidewalk and the street, written permission from the VDOT District Engineer is required. Contact [Dale.Pusey@vdot.virginia.gov](mailto:Dale.Pusey@vdot.virginia.gov) and cc: [planningtech@capecharles.org](mailto:planningtech@capecharles.org) and [planningadmin@capecharles.org](mailto:planningadmin@capecharles.org)

If the tree(s) is interfering with the power lines, contact ANEC Helpline 757-787-9750

### PART 1: APPLICATION NOTES

This form is used to request the removal of trees located in the Cape Charles Historic District when **not** associated with a development plan or construction or modification to a Resource Protection Area. Cape Charles has been recognized by the Arbor Day Foundation as a Tree City USA. This honor came about due to an ongoing commitment to the protection and preservation of our urban forest through ordinance and enforcement. Trees in our community help absorb the sounds of traffic by 40%; reduce temperatures in the summer by about 7 degrees; reduce energy costs up to 25% by shading buildings and protecting them from winter winds; and help mitigate the effects of climate change. Our Ordinance calls for a minimum of 20% tree canopy on residential lots and 10% on lots zoned for commercial or industrial use. **The tree removal fee is \$20/tree.** This Permit will be valid for 1 year to allow for replanting during the appropriate season.

In addition to the information required in this application, all items from this checklist must be submitted before it can be evaluated.

- Photos of existing tree
- Site Plan/Survey showing existing trees and proposed changes

Owner signature: *Robert Simms* Date: *8/28/25*

### PART 2: PROPERTY INFORMATION

Property Address: *520 Strawberry St Cape Charles VA 23310*

Tax Map #: *83A1-8-F* Zoning District: *R-1*

Current use: *Empty lot* Proposed use: *Build home*

### PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: *Andy & Jacqueline Sears*

Mailing Address: *7320 Hill Dr. Richmond, VA 23225*

Phone Number: *540-246-0708* Email: *Andy@structureworks.com*

If owner is not the applicant, an Owner's Permission Affidavit must be attached. ✓

**PART 4: APPLICANT INFORMATION**

Name and/or Company: Coastal Craftsman Builders, LLC  
 Mailing Address: 401 Madison Ave. Cape Charles, VA 23310  
 Phone Number: \_\_\_\_\_ Email: Coastalcraftsmanbuilders@gmail.com

(1) VDOT tree (4) TCC trees **PART 5: PROJECT INFORMATION** (5) trees removed

Location <sup>1</sup> :	Common name	# of trees to be removed	Diameter at 4.5 feet for each tree	Approximate height of each tree
Front Yard	(1) <del>Sycamore</del> Black Cherry	(1)	4'-5' +	60'
	Rear Yard	Mulberry	(1)	4'-5' +
(3) Sugarberry		(1)	4' +	60'
Chinese Privet		(1)	4' +	60'
Left Side				
Right Side				

<sup>1</sup> Locations are as seen when looking at the front of lot (1) VDOT Tree to removed

**Please check the box for the activity for which you are requesting approval:**

- Removal of dead, diseased or dying trees or other woodlot management. This requires site inspection and/or potential confirmation by a professional arborist.
- Substantial trimming due to encroachment upon structures or neighboring property or general maintenance if more than 25% of the tree.
- Development – to provide space for an accessory structure, addition, deck, driveway, etc. on the lot.

**Part 6: GENERAL NOTES**

The following items are required for review of this application. Please submit your request directly to staff via email. If you do not have access to email, you may submit a hard copy to the Planning and Zoning Department. Statement of the reasons for seeking a modification of the lot, to include:

- If requesting to remove trees due to hazard reasons, provide the distance from the tree(s) to the structures.
- Color photos of each tree or vegetation stand requested for removal. The photos must: be clear and in focus; show tree tagged with a ribbon, show the canopy and trunk; if citing hazard reasons, show the tree in relation to the structures.

**I/We, the undersigned, certify that this application is complete, accurate and contains all required and requested information, documents, and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete, and correct information available. I understand that any section not completed in its entirety may delay the processing of this application. I also understand that additional information may be required after the application is submitted.**

Applicant's signature: *Rolen Sumner* Date: 8/28/25

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 05/2025	
Taxes	
Violations	
Fees	
Decision	



### Owner Affidavit for Permission to Represent

Planning & Zoning Department  
 2 Plum Street; Cape Charles, VA 23310  
 757-331-3259 x31

[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

**PART 1. APPLICATION NOTES**

Use this form to give permission for a contractor, architect, or other individual to represent the owner of a property in matters within the Town of Cape Charles.

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**PART 2: PROPERTY INFORMATION**

Property Address: 520 Strawberry St. Cape Charles, VA 23310 Tax Map #: 83A1-8-F

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**PART 3: PROPERTY OWNER INFORMATION**

Name and/or Company: Andy & Jacqueline Sears

Mailing Address: 7320 Hill Dr. Richmond, VA 23225

Phone Number: 540-246-0708 Email: Andy@structureworks.com

I hereby give authority to the following representative to act on my behalf on the following matter:  
Coastal Craftsman Builders; all matter related to new build

---

**PART 4: REPRESENTATIVE INFORMATION**

Name and/or Company: Coastal Craftsman Builders

Mailing Address: 401 Madison Ave. Cape Charles, VA 23310

Phone Number: 757-678-3033 Email: Coastalcraftsmanbuilders@gmail.com

to file documents on my behalf  To represent me in meetings with Town officials

Name and/or Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

to file documents on my behalf  To represent me in meetings with Town officials

Signature of owner: [Signature] Date: 7/31/25

State of VIRGINIA County of SPOTSYLVANIA The foregoing instrument was acknowledged before me this 31 day of JULY, 2025, by ANDY SEARS (name of person acknowledged)

Signature of Notarial Officer: [Signature]

Notary Registration number: 7527396

My commission expires: 11-30-2028



Seal

Tree Removal

Section 5, Item G.

**SURVEYORS CERTIFICATION**

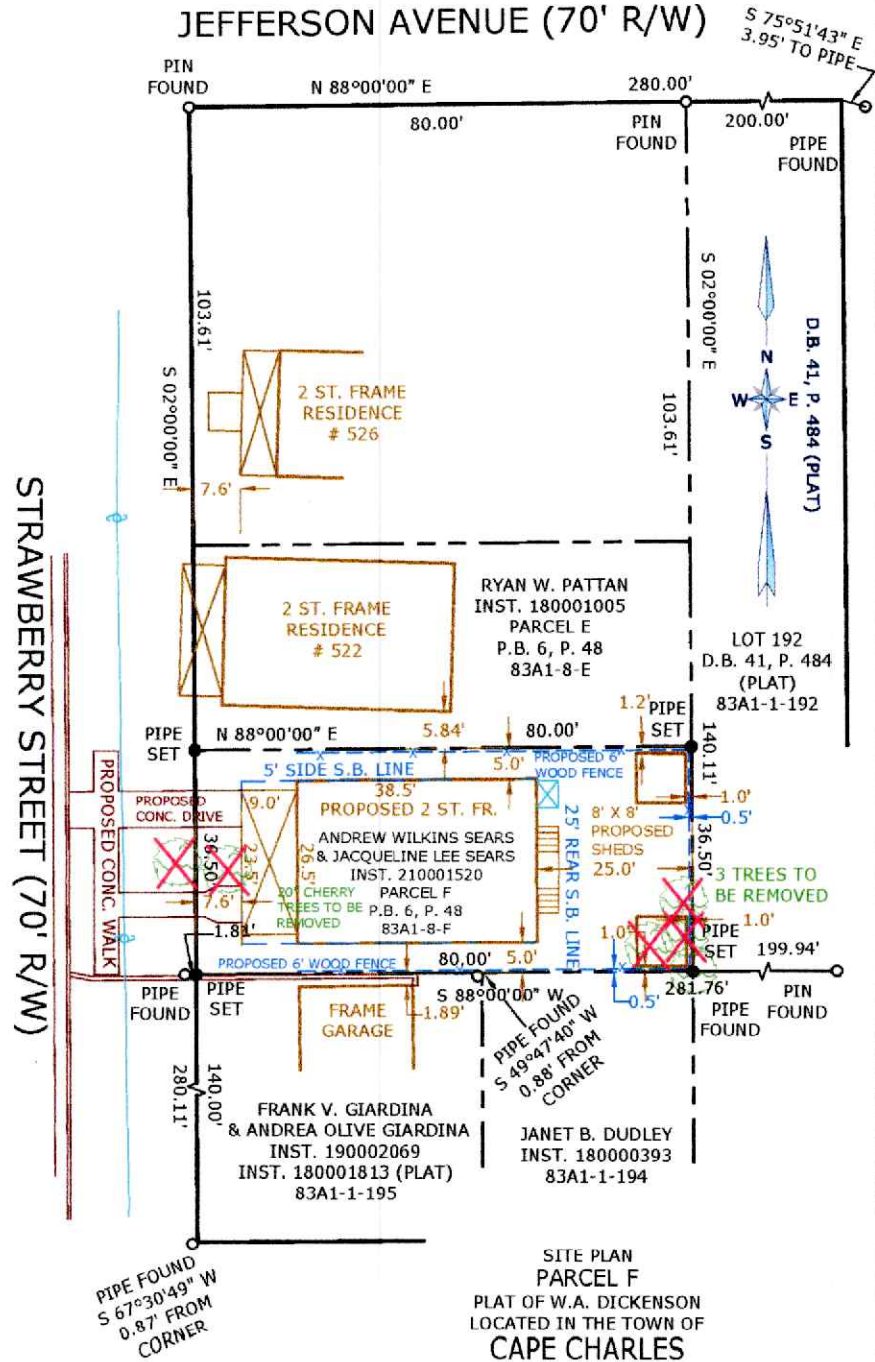
I, CRAIG P. CROCKETT, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS 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.



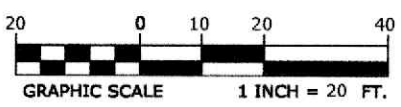
**GENERAL NOTES:**

1. OWNERS:  
ANDREW WILKINS SEARS  
& JACQUELINE LEE SEARS
2. TAX PARCEL:  
83A1-8-F
3. SOURCE OF TITLE:  
INST. 210001520
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN JULY 2021 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.
7. PLAT REFERENCE:  
D.B. 41, P. 484 (PLAT)  
P.B. 6, P. 48  
INST. 180001813 (PLAT)
8. AREA: 2,920 SQ. FT.  
(0.067 AC.)

(5) Trees to be removed  
(1) VDOT



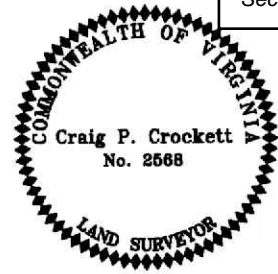
SITE PLAN  
PARCEL F  
PLAT OF W.A. DICKENSON  
LOCATED IN THE TOWN OF  
**CAPE CHARLES**  
CAPEVILLE DISTRICT, NORTHAMPTON  
COUNTY, VIRGINIA  
SCALE: 1" = 20' AUGUST 19, 2025



**POINT NORTH SURVEYING LLC**  
P.O. Box 701, (757) 709-3008  
Onley, VA. 23418 pointnorthsurveying@gmail.com  
DRAWN BY: CROCKETT FIELD BOOK: FILE COPY  
BACK TRAY: CROCKETT PROJ. NO: 21107A

**SURVEYORS CERTIFICATION**

I, CRAIG P. CROCKETT, 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.

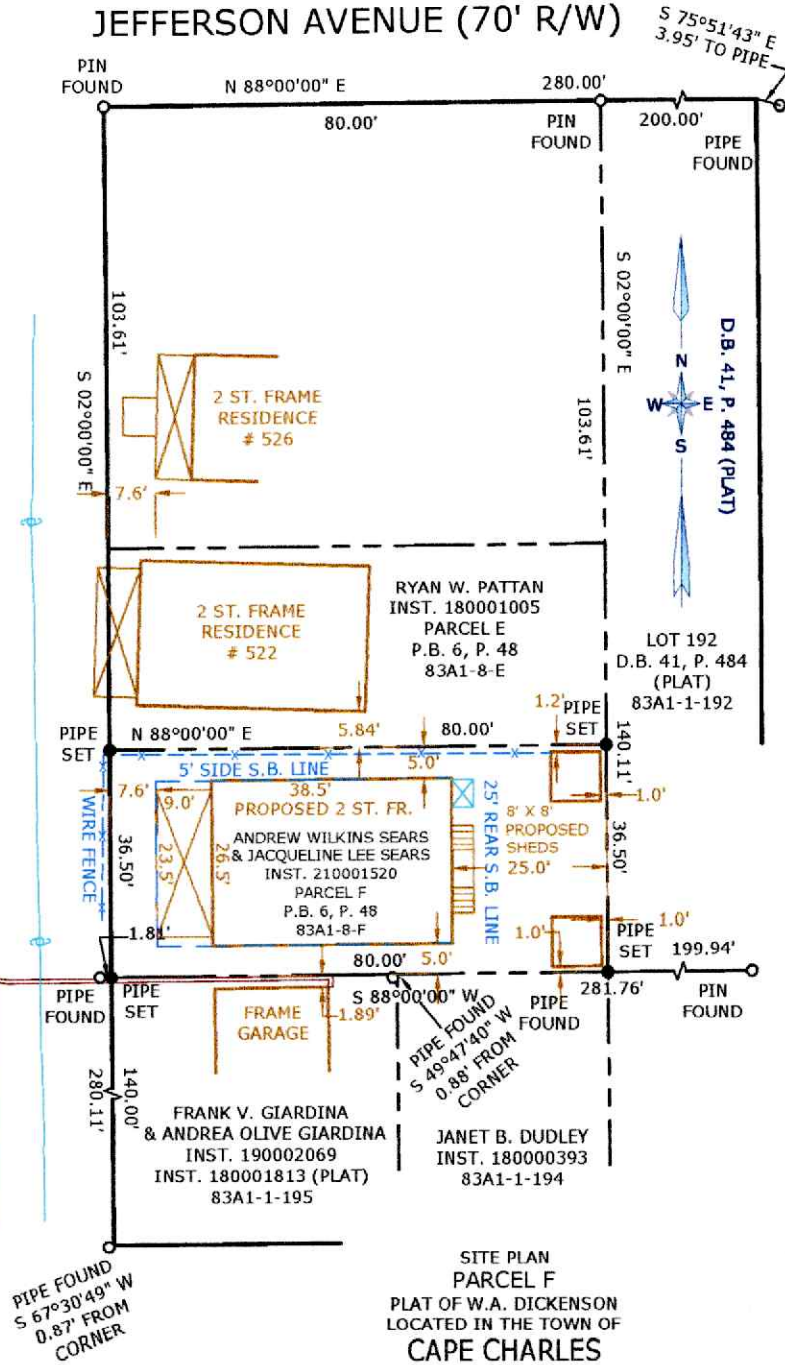


**GENERAL NOTES:**

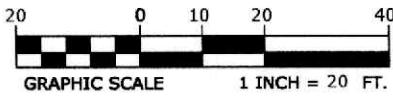
1. OWNERS:  
ANDREW WILKINS SEARS  
& JACQUELINE LEE SEARS
2. TAX PARCEL:  
83A1-8-F
3. SOURCE OF TITLE:  
INST. 210001520
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN JULY 2021 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE 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.
7. PLAT REFERENCE:  
D.B. 41, P. 484 (PLAT)  
P.B. 6, P. 48  
INST. 180001813 (PLAT)
8. AREA: 2,920 SQ. FT.  
(0.067 AC.)

STRAWBERRY STREET (70' R/W)

JEFFERSON AVENUE (70' R/W)



SITE PLAN  
 PARCEL F  
 PLAT OF W.A. DICKENSON  
 LOCATED IN THE TOWN OF  
**CAPE CHARLES**  
 CAPEVILLE DISTRICT, NORTHAMPTON  
 COUNTY, VIRGINIA  
 SCALE: 1" = 20' AUGUST 19, 2025



**POINT NORTH SURVEYING LLC**  
 P.O. Box 701, (757) 709-3008  
 Onley, VA. 23418 pointnorthsurveying@gmail.com  
 DRAWN BY: CROCKETT FIELD BOOK: FILE COPY  
 BACK TRAV: CROCKETT PROJ. NO: 21107A



(1) front view  
Black Cherry  
approx. diameter & height:  
W: 4-5' +  
H: 60' H



45' W  
60' H



Black Cherry back view  
approx. diameter of height:

3 trees - removed

- (1) Mulberry
- (1) Sugarberry
- (1) Chinese Privet





VDOT tree removed

**File Attachments for Item:**

A. Monthly Report from Zoning Administrator Katie Nunez



## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 15, 2025

Item: Report from Zoning Administrator Katie Nunez

Prepared by: Katie H. Nunez, Director of Planning & Zoning Administrator

Date: October 1, 2025

---

**1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:**

- a. 2140 Stone Road – installing an accessory structure.
- b. 4 Tazewell Avenue – installing a wooden fence, pursuant to CCZO Section 8.17 (H).

**2) COMPLIANCE CHECKS BY ZONING COMPLIANCE OFFICER ON ISSUED CERTIFICATES OF APPROPRIATENESS (COA):** None.

**3) NOTICES OF VIOLATIONS ISSUED ON BEHALF OF THE HDRB:** None.