



Historic District Review Board Meeting

July 21, 2026 at 5:00 PM

Cape Charles Civic Center - 500 Tazewell Avenue

Agenda

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
- B. May 19, 2026

New Business: Applications for Certificate of Appropriateness:

5. RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:

- A. 536 Randolph Avenue
- B. 11 Park Row
- C. 640 Washington Avenue

6. Adjournment



HISTORIC DISTRICT REVIEW BOARD
Regular Meeting
Cape Charles Civic Center
May 19, 2026
5:00 p.m.

At approximately 5:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Chairwoman Glaser, members present were Joan Cooper, Ken Monarch, and Elizabeth Wright. Also in attendance were the Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten; Town Clerk Libby Hume; and the applicants. There were no members of the public in attendance.

Chairwoman Glaser started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

There were no public comments to be heard, nor any written comments received prior to the meeting.

CONSENT AGENDA:

Motion made by Member Cooper, seconded by Member Monarch, to approve the Consent Agenda. The motion was approved by a unanimous vote.

OLD BUSINESS:

- A. *300 Strawberry Street – install vinyl soffit on the roof eaves and aluminum metal over the wood trim.*
Ms. Outten read the staff report.

Adriana Henao, the applicant, could not be reached by phone.

Motion made by Member Cooper, seconded by Chairwoman Glaser, to deny the application for a Certificate of Appropriateness at 300 Strawberry Street on an application filed by Adriana Henao to install white vinyl soffit on the underside of the roof eaves and to wrap the existing wood trim with white aluminum metal, per the Historic District Overlay Design Guidelines Section 5.4.1 (2) (d) states ‘Avoid wrapping historic trim or ornamentation with another material’. The motion was approved by a unanimous vote.

NEW BUSINESS:

Modification to Approved Certificate of Appropriateness:

- A. *520 Strawberry Street – to modify previously approved siding and chimney.*
Ms. Outten presented the staff report.

Although the board members had no questions, Vice-Chairwoman Wright commented that the work had been completed.

Motion made by Member Cooper, seconded by Chairwoman Glaser, to approve the application for a Modification to an Approved Certificate of Appropriateness at 520 Strawberry Street on an application filed by Coastal Craftsman Builders, LLC on behalf of Andy and Jacqueline Sears to install Certainteed Restoration Classic Double 4-1/2” vinyl siding instead of Certainteed Vinyl Lap siding; and to construct a stucco frame chimney instead of leaving the metal pipe exposed; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 5.13 – New Construction of Primary Buildings, Section 7.1 – Alternative Materials, and Section 7.4 Non-contributing Considerations; as stated in the application dated 4/20/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

Certificate of Appropriateness for Renovations, Additions, and New Construction:

- A. *614 Peach Street – to renovate the existing single-family dwelling and to construct additions.*

Ms. Outten read the staff report.

Sean Ingram, the owner's representative, was available to answer questions.

The board confirmed that the existing front porch would be rebuilt, and the windows would be 1/1.

Motion made by Vice-Chairwoman Wright, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 614 Peach Street on an application filed by QS, LLC on behalf of LoeLynn Restorations, LLC (1) to renovate the existing single-family home as follows: (a) replace the existing windows with new vinyl 1/1 windows; (b) replace the existing metal doors with new fiberglass doors; and (c) rebuild the existing enclosed front porch to be open; (2) to construct the following: (a) a 16.25' x 10' (162.5 sq. ft.) rear porch on the existing structure, (b) an 8' x 22.2' (137.5 sq. ft.) side addition, and (c) a 13.75' x 10' (137.5 sq. ft.) rear porch on the new side addition on the single-family home. Also, included in this application is the installation of concrete to finish the existing driveway; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 5.12 – Additions, Section 7.1 – Alternative Materials, and Section 7.4 – Non-contributing Consideration; as stated in the application dated 2/24/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

- B. *Tax Map #83A3-1-563A on Mason Avenue – to install two accessory structures.*

Ms. Outten summarized the staff report.

Arnold Fuog, the applicant, was available to answer questions.

The board members did not have any questions.

Motion made by Member Monarch, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at Tax Map #83A3-1-563A on Mason Avenue on an application filed by Arnold Fuog and Maureen Welch (1) to construct two accessory structures, 8' x 12' (96 sq. ft.) and 16' x 24' (384 sq. ft.) for commercial use; and (2) to install shells on half of the property.; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 6.2 – Accessory Structures Associated with Non-contributing Primary Buildings, Section 7.1 – Alternative Materials, and Section 7.4 – Non-contributing Consideration; as stated in the application dated 3/18/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

OTHER BUSINESS:

- A. *Report from Zoning Administrator Katie Nunez*

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Roof: 101 Madison Avenue; (ii) Other: 522 Tazewell Avenue; (2) Compliance Checks by Zoning Compliance Officer & P/Z Asst. Preservation & Zoning Administrator on Issued Certificate of Appropriateness: None; and (3) Notices of Violations Issued on Behalf of the HDRB: None.

ANNOUNCEMENTS:

There were no announcements.

Hearing no objections, Chairwoman Glaser adjourned the May 19, 2026 Historic District Review Board Regular Meeting at 5:23 p.m.



Historic District Review Board Staff Report

Agenda Title: 536 Randolph Avenue

Agenda Date: July 21, 2026

Prepared by: Tracy Outten, Deputy Planning & Zoning Administrator

Reviewed By: Rick Keuroglian, Interim Zoning Administrator

Date: June 29, 2026

Applicant: Alyce McCoy	Type Of Application: Pre-Application/Certificate of Appropriateness
Site Address: 536 Randolph Avenue	Work to be Performed: to renovate the front porch
Tax Map: 83A3-1-572A & 572B	Current Zoning: R-1
Lot Size: NA	Historic Register: CONTRIBUTING <i>Description: Ca. 1890, Folk Victorian</i> <i>Accessory Structure: NA</i>

Date Application Received: May 29, 2026

Pre-Application Meeting: July 21, 2026

Date Application Deemed Complete: June 2, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): August 31, 2026

Overview:
The applicant is seeking to renovate the front porch as follows: (1) to replace the existing tongue and groove 2-3/4" x 3/4" wood flooring with 5.5" x 1" Timbertech Advanced PVC decking; (2) to replace the existing wood beadboard ceiling with a new wood beadboard ceiling; (3) to add square TimberTech balustrades; the previously existing were spindle wood; (4) to replace the existing wood railings with square TimberTech Classic Composite railings; and (5) to replace the existing brick steps with new brick steps.

Aerial Map:



Materials:

Flooring: TimberTech Advanced PVC 5.5" x 1"

Ceiling: Wood Beadboard

Balustrades: Balusters: Solid Composite - Square, Top Rails: Composite – Premier

Steps: Brick; Railings: TimberTech Classic Composite - Square

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project seeks to replace the front porch flooring, ceiling, balustrades, steps, and railing on the single-family dwelling. Zoning Compliance has been 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: Woodwork – Exterior Wall, Decorative Trim, & Porches

Section 5.4.2: Woodwork – Porches

Section 7.1: Alternative Materials

Section 7.2: Flowchart for Consideration of Historic Material Replacement

Section 7.3: Documentation Requirements for Deteriorated Historic Features & Proposed Alternative Materials

Staff Recommendation:

Staff requests that the HDRB review the application materials submitted by the applicant and determine whether the proposed replacements on the single-family dwelling and the materials 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 developing 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
412 Tazewell Avenue
Cape Charles, VA 23310
757-331-3259 x31
planningtech@capecharles.org

Section 5, Item A.

Revised 02/2026

Taxes	PD
Violations	NA
Fee	
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: 536 Randolph Avenue, Cape Charles VA

Tax Map #: 83A3-1-572B

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: Alyce and Andrew McCoy

Mailing Address:

Phone Number

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:

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):

The current front porch, steps, railings, balustrade and porch ceiling all need to be replaced or repaired.

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: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work:
Existing Material:	Proposed Material:
Pitch:	Pitch:
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: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ 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.	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Original to the home: ☐ Yes ☐ No ☐ Not Sure	
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: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ 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 All 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: □ Original ■ Not Original □ Not Sure	Proposed
Existing Material: <u>wooden tongue and groove</u>	Proposed Material: <u>TimberTech Advanced PVC Porch</u>
Dimensions: Length: <u>Existing</u> Width: <u>2 3/4"</u> Depth: <u>3/4"</u>	Dimensions: Length: <u>Existing</u> Width: <u>5.5"</u> Depth: <u>1"</u>
CEILING	
Existing Condition: ■ Original □ Not Original □ Not Sure	Proposed
Existing Material: <u>wood beadboard</u>	Proposed Material: <u>wood beadboard</u>
COLUMNS	
Existing Condition: □ Original □ Not Original □ 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	

BALUSTRADEExisting Condition: ☐ Original ☐ Not Original ☐ Not Sure

Proposed

Existing Material: Photos show original balustrade

Proposed Material: TimberTech Classic Composite

Existing Dimensions: Height: Width: Diameter:

Proposed Dimensions: Height: 31" Width: 6" Diameter: 1.25"

Existing Style / Design: unknown, looks like wood in photo

Proposed Style / Design: Radiance Rail with square infills

SCREENINGExisting Condition: ☐ Original ☐ Not Original ☐ Not SureProposed Work: ☐ New ☐ Replace ☐ Repair

Existing Material:

Proposed Material:

SKIRTINGExisting Condition: ☐ Original ☐ Not Original ☐ Not SureProposed Work: ☐ New ☐ Replace ☐ Repair

Existing Material:

Proposed Material:

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

Original balustrades not on house, but originally were. We would like to add them back to the porch.

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

Balustrades will be replaced in same areas they were originally, but using composite material in a matte white finish.

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): steps to front porch

Number of Steps to be: ☐ Repaired ☒ All Replaced ☐ AlteredExisting Condition: ☐ Original ☒ Not Original ☐ Not Sure

Proposed

Existing Material: Brick

Proposed Material: Brick

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.):

the current brick is crumbling apart, will be replaced with matching brick in the same configuration

Stoop to be: ☐ Repaired ☐ Replaced ☐ AlteredExisting 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: temporary wood

Proposed Material: TimberTech Classic Composite

Existing Dimensions: Height: Width: Diameter:

Proposed Dimensions: Height: Width: Diameter:

Existing Style / Design: n/a

Proposed Style / Design: Radiance Rail with square infills

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

Railing, balustrades and posts will be replaced in same areas they were originally, but using composite material in a matte white finish.

G. SIDING ■ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINESType 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:

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 GUIDELINESType 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 GUIDELINESType 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**

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 GUIDELINESType 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 Codes, including fire, sewer and water codes, 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: 6/3/2024

Zoning Administrator's signature: _____

Date: _____

Town Code Chapter 32, Article VIII, Section: _____

536 Randolph Avenue Existing Conditions

Section 5, Item A.





Current Photos of rotting temporary railing, porch decking and deteriorating brick steps.



Photos from 2015 before initial renovation.

TimberTech
EVERYTHING WOOD SHOULD BE®

AZEK
EXTERIORS

PRODUCT GUIDE
Decking, Railing, Trim, Siding & Accessories | 2025





Harvest Collection in Slate Gray
Classic Composite Series in White with Premier Rail



Porch Collection in Mahogany
Classic Composite Series in White with Premier Rail

HARVEST COLLECTION®

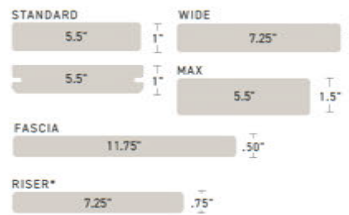
Refined Cathedral Grain

Introduce your clients to the inviting versatility of the Harvest Collection, featuring an attractive cathedral grain and soft, solid colors that suit a range of styles.



BROWNSTONE SLATE GRAY KONA*

PROFILE OPTIONS



*Riser Boards are compatible with Cortex plugs.

PRODUCT DESCRIPTION	TimberTech Model Number		
	12'	16'	20'
HARVEST COLLECTION			
1 x 6 Square-Shouldered Brownstone	ADC815512BS	ADC815516BS	ADC815520BS
1 x 6 Grooved Brownstone	AGB15512BS	AGB15516BS	AGB15520BS
1 x 8 Square-Shouldered Brownstone	—	ADC8172516BS	ADC8172520BS
1 x 6 Square-Shouldered Slate Gray	ADC815512SG	ADC815516SG	ADC815520SG
1 x 6 Grooved Slate Gray	AGB15512SG	AGB15516SG	AGB15520SG
1 x 8 Square-Shouldered Slate Gray	—	ADC8172516SG	ADC8172520SG
2 x 6 Square-Shouldered Slate Gray MAX	ADC825512SG	ADC825516SG	ADC825520SG
1 x 6 Square-Shouldered Kona*	—	ADB15516KOAAT	ADB15520KOAAT
HARVEST FASCIA			
12" Fascia Brownstone	ADCR5117512BS	—	—
12" Fascia Slate Gray	ADCR5117512SG	—	—
12" Fascia Kona*	ADCR5117512KOAAT	—	—

SMART CHOICE

FOR FIRE ZONES

This collection is WUI Compliant.

MULTIWIDTH DECKING

FOR DESIGN FLEXIBILITY

Slate Gray and Brownstone are available in both standard (5.5") and wide (7.25") widths for curated design options. Kona only available in standard width.

MAX DECKING

FOR WIDER JOIST SPANS

MAX boards are 1.5" thick and can span up to 24" on center, making them ideal for docks, boardwalks, and many decking applications. Available in Slate Gray.

PORCH COLLECTION

Hardwoods & Stained Wood

Bring all the real wood looks and performance benefits of TimberTech Advanced PVC Decking to your clients' porches. The innovative tongue-and-groove installation allows for smaller gaps between boards — delivering a traditional hardwood flooring look your clients will love.



SLATE GRAY OYSTER* MAHOGANY



DARK HICKORY COASTLINE* WEATHERED TEAK*



CYPRESS* ENGLISH WALNUT*

PRODUCT DESCRIPTION	TimberTech Model Number		
	10'	12'	16'
ADVANCED PVC PORCH			
1 x 4 T&G Porch Slate Gray	ADCP13510SG	ADCP13512SG	ADCP13516SG
1 x 4 T&G Porch Oyster	—	ADP13512OR	ADP13516OR
1 x 6 T&G Porch Mahogany	—	ADP15512MH	ADP15516MH
1 x 4 T&G Porch Mahogany	—	ADP13512MH	ADP13516MH
1 x 6 T&G Porch Dark Hickory	—	ADP15512DH	ADP15516DH
1 x 4 T&G Porch Dark Hickory	—	ADP13512DH	ADP13516DH
1 x 6 T&G Porch Coastline	—	ADP15512CS	ADP15516CS
1 x 4 T&G Porch Coastline	—	ADP13512CS	ADP13516CS
1 x 6 T&G Porch Weathered Teak	—	ADP15512WT	ADP15516WT
1 x 4 T&G Porch Weathered Teak	—	ADP13512WT	ADP13516WT
1 x 4 T&G Porch Cypress	—	ADP13512CY	ADP13516CY
1 x 6 T&G Porch Cypress	—	ADP15512CY	ADP15516CY
1 x 4 T&G Porch English Walnut	—	ADP13512EW	ADP13516EW
1 x 6 T&G Porch English Walnut	—	ADP15512EW	ADP15516EW

Extended lead times may apply to certain geographies.

SMART CHOICE

FOR FIRE ZONES

This collection is WUI Compliant.

MULTIWIDTH PORCH BOARDS

FOR DESIGN FLEXIBILITY

Standard-width (3.125") boards available in all colors. Wide-width (5.5") porch boards available in Coastline, Cypress, Dark Hickory, English Walnut®, Mahogany, and Weathered Teak for curated design options.

PROFILE OPTIONS



TimberTech.com

9

Two performance materials in more than 30 colors & styles

Compare the features, benefits, and value of TimberTech Advanced PVC and Composite.

TimberTech
ADVANCED PVC



TimberTech
COMPOSITE

COLLECTION	VINTAGE	LANDMARK®	HARVEST+ ^{New}	HARVEST®	LEGACY																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					</
------------	---------	-----------	-------------------------	----------	--------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	----

*Although TimberTech Advanced PVC decking is cooler to the touch than many other composite deck board products, all decking products will get hot in the sun. Additionally, the darker the decking color, the hotter it will feel. For hotter climates, consider choosing a lighter color.

All printed samples are carefully reproduced to be as close to the actual sample as possible. Actual colors may vary due to printing limitations.

COMPOSITE RAILING



Durable collections with the most customization options

HIGHLY DURABLE Resists cracking, splitting, and splintering

MOISTURE RESISTANT Protected from mold, mildew & rot

PREMIUM MATTE COLORS Protected by 25-year Limited Fade & Stain Warranty

RESEMBLES THE LOOK OF PAINTED WOOD

LOW MAINTENANCE Never needs painting or staining

MADE FROM UP TO 50% RECYCLED MATERIAL

OFFERS THE MOST CUSTOMIZATIONS & STYLES From modern to traditional

Classic Composite Series in Matte Black with Drink Rail
Vintage Collection® in English Walnut® and Dark Hickory

CLASSIC COMPOSITE SERIES

ENDLESS DESIGN OPTIONS FOR A CUSTOM LOOK

With several top rails and a universal bottom rail, the Classic Composite Series offers the most customization options, making mixing and matching components a breeze.

TOP RAIL PROFILE



DRINK RAIL

*Compatible with full profile, square-shouldered balusters.
Not compatible with glass infill.*



RADIANCE RAIL™



PREMIER RAIL™



TRADEMARK RAIL™



INFILL OPTIONS



SOLID COMPOSITE BALUSTER



ALUMINUM



GLASS



CABLE RAIL

COLOR OPTIONS



GLOSS WHITE



MATTE WHITE



MATTE ESPRESSO



MATTE BLACK

Matte colors also include a 25-Year Fade & Stain Limited Warranty



Classic Composite Series in Matte Black with Drink Rail
Landmark Collection® in French White Oak™

KITS, PACKS, AND TOP RAILS

Single universal bracket for level, stairs & angles

PRODUCT DESCRIPTION	TimberTech Model Number			
	White	Matte White	Matte Espresso	Matte Black
UNIVERSAL RAIL KITS - Kits Include 1 Universal Rail, 2 Support Rails, Hardware, Footblocks, and 13 Balusters for 6', 18 Balusters for 8'				
6' Universal Rail Kit	TCU36KIT6W	TCU36KIT6MW	—	—
8' Universal Rail Kit	TCU36KIT8W	TCU36KIT8MW	—	—
UNIVERSAL RAIL PACKS - Packs Include 1 Universal Rail, 2 Support Rails, Hardware, and Footblocks				
6' Universal Rail Pack	TCURP6W	TCURP6MW	TCURP6ME	TCURP6MB
8' Universal Rail Pack	TCURP8W	TCURP8MW	TCURP8ME	TCURP8MB
10' Universal Rail Pack	TCURP10W	TCURP10MW	—	TCURP10MB
6' Custom Universal Rail Pack - Laser Etched	TCURPCUST6W	TCURPCUST6MW	TCURPCUST6ME	TCURPCUST6MB
8' Custom Universal Rail Pack - Laser Etched	TCURPCUST8W	TCURPCUST8MW	TCURPCUST8ME	TCURPCUST8MB
10' Custom Universal Rail Pack - Laser Etched	TCURPCUST10W	TCURPCUST10MW	—	TCURPCUST10MB
PREMIER TOP RAIL				
6' Premier Top Rail	APTR6W	APTR6MW	APTR6ME	APTR6MB
8' Premier Top Rail	APTR8W	APTR8MW	APTR8ME	APTR8MB
10' Premier Top Rail	APTR10W	APTR10MW	—	APTR10MB
RADIANCE RAIL TOP RAIL				
6' RadianceRail Top Rail	TRRT6W	TRRT6MW	TRRT6ME	TRRT6MB
8' RadianceRail Top Rail	TRRT8W	TRRT8MW	TRRT8ME	TRRT8MB
10' RadianceRail Top Rail	TRRT10W	TRRT10MW	—	TRRT10MB
TRADEMARK TOP RAIL				
6' Trademark Top Rail	ATTR6W	ATTR6MW	—	—
8' Trademark Top Rail	ATTR8W	ATTR8MW	—	—
10' Trademark Top Rail	ATTR10W	ATTR10MW	—	—
DRINK RAIL (UNIVERSAL RAIL) - Includes Undrilled Rail and Hardware to attach deck board				
6' Universal Rail	UDCUSTCUB6W	UDCUSTCUB6MW	UDCUSTCUB6ME	UDCUSTCUB6MB
8' Universal Rail	UDCUSTCUB8W	UDCUSTCUB8MW	UDCUSTCUB8ME	UDCUSTCUB8MB
10' Universal Rail	UDCUSTCUB10W	UDCUSTCUB10MW	—	UDCUSTCUB10MB

INFILLS

PRODUCT DESCRIPTION	TimberTech Model Number			
	White	Matte White	Matte Espresso	Matte Black
COMPOSITE BALUSTERS - 18/Pack				
29" Square Composite Balusters	AZT29BALW	AZT29BALMW	AZT29BALME	AZT29BALMB
31" Square Composite Balusters	AZT31BALW	AZT31BALMW	AZT31BALME	AZT31BALMB
35" Square Composite Balusters	AZT35BALW	AZT35BALMW	AZT35BALME	AZT35BALMB
37" Square Composite Balusters	AZT37BALW	AZT37BALMW	AZT37BALME	AZT37BALMB

PRODUCT DESCRIPTION	TimberTech Model Number			
	Round Aluminum	Round Stair Aluminum	Square Aluminum	Square Stair Aluminum
ALUMINUM BALUSTERS - 20/Pack				
29" Use with 36" Rail	AZT29RABALB	—	AZT29SABALB	—
31" Use with 36" Rail	AZT31RABALB	AZT31RASTAIRBALB	AZT31SABALB	AZT31SASTAIRBALB
35" Use with 42" Rail	AZT35RABALB	—	AZT35SABALB	—
37" Use with 42" Rail	AZT37RABALB	AZT37RASTAIRBALB	AZT37SABALB	AZT37SASTAIRBALB

- Required number of Balusters for Composite: 23 per 10' section, 18 per 8' section, 13 per 6' section.
- Required number of Balusters for Aluminum: 25 per 10' section, 20 per 8' section, 15 per 6' section.

INFILLS (CONTINUED)

TimberTech Model Number	
CABLERAIL KITS	
36" CableRail Hardware Kit - 9 Quick-Connect Fittings, 9 Quick-Connect Swivel Fittings, 18 Hanger Bolts, 9 Lock Nuts	AZTCR36HWKIT
42" CableRail Hardware Kit - 11 Quick-Connect Fittings, 11 Quick-Connect Swivel Fittings, 22 Hanger Bolts, 11 Lock Nuts	AZTCR42HWKIT
36" CableRail Intermediate Baluster - 9-Hole Baluster, Intermediate Base Plate, #10X2" Pan Head Screw, (3) #10X1" Flat Head Screws	AZTCR36BAL
42" CableRail Intermediate Baluster - 11-Hole Baluster, Intermediate Base Plate, #10X2" Pan Head Screw, (3) #10X1" Flat Head Screws	AZTCR42BAL
36" CableRail Stair Intermediate Baluster - Angled 9-Hole Baluster, Intermediate Base Plate, #10X2" Pan Head Screw, (3) #10X1" Flat Head Screws	AZTCR36STAIRBAL
42" CableRail Stair Intermediate Baluster - Angled 11-Hole Baluster, Intermediate Base Plate, #10X2" Pan Head Screw, (3) #10X1" Flat Head Screws	AZTCR42STAIRBAL
CableRail 100' Stainless Steel Cable	AZTCR100CABLE
CableRail 500' Stainless Steel Cable	AZTCR500CABLE
CableRail Accessory Kit	AZTCRACKKIT
CableRail Cutter	AZTCRCUTTITER
CableRail Protector Sleeves (20/Pg)	AZTCRSLLEEVE
CableRail Steel Renewal™ SteelProtect™ Combo	AZTCRSPC
GLASS CHANNEL KITS (Includes a top and bottom aluminum channel, rubber gaskets, and fasteners)	
6' Glass Channel Kit White - Glass Panel Sourced Locally	AZTGLASS6W
6' Glass Channel Kit Black - Glass Panel Sourced Locally	AZTGLASS6B

POST SLEEVES, CAPS, AND SKIRTS

PRODUCT DESCRIPTION	TimberTech Model Number			
	White	Matte White	Matte Espresso	Matte Black
POST SLEEVES				
4" x 4" x 39" Post Sleeve	AZT4X4PCV39W	AZT4X4PCV39MW	AZT4X4PCV39ME	AZT4X4PCV39MB
4" x 4" x 96" Post Sleeve	AZT4X4PCV96W	AZT4X4PCV96MW	AZT4X4PCV96ME	AZT4X4PCV96MB
5" x 5" x 42" Post Sleeve	TSX5PCV42W	TSX5PCV42MW	TSX5PCV42ME	TSX5PCV42MB
5" x 5" x 144" Post Sleeve	TSX5PCV144W	TSX5PCV144MW	TSX5PCV144ME	TSX5PCV144MB
5.5" x 5.5" x 39" Post Sleeve	A5X5SPCV39W	A5X5SPCV39MW	A5X5SPCV39ME	A5X5SPCV39MB
5.5" x 5.5" x 54" Post Sleeve	A5X5SPCV54W	A5X5SPCV54MW	A5X5SPCV54ME	A5X5SPCV54MB
5.5" x 5.5" x 144" Post Sleeve	A5X5SPCV144W	A5X5SPCV144MW	A5X5SPCV144ME	A5X5SPCV144MB
6" x 6" Post Sleeve	A6X6PCV108W	—	—	—
POST CAPS AND SKIRTS				
4" x 4" Post Cap	TX4X4PCAPW	TX4X4PCAPMW	TX4X4PCAPME	TX4X4PCAPMB
4" x 4" Island Cap	TX4X4ICAPW	TX4X4ICAPMW	TX4X4ICAPME	TX4X4ICAPMB
4" x 4" Post Skirt	AZT4X4PSKIRTW	AZT4X4PSKIRTMW	AZT4X4PSKIRTIME	AZT4X4PSKIRTMB
5" x 5" Post Cap	TSX5PCAPW	TSX5PCAPMW	TSX5PCAPME	TSX5PCAPMB
5" x 5" Post Skirt	TSX5PSKIRTW	TSX5PSKIRTMW	TSX5PSKIRTIME	TSX5PSKIRTMB
5.5" x 5.5" Pyramid Cap	A5X5SPCAPW	A5X5SPCAPMW	A5X5SPCAPME	A5X5SPCAPMB
5.5" x 5.5" Island Cap	A5X5SICAPW	A5X5SICAPMW	A5X5SICAPME	A5X5SICAPMB
5.5" x 5.5" Post Skirt	A5X5SPSKIRTW	A5X5SPSKIRTMW	A5X5SPSKIRTIME	A5X5SPSKIRTMB
6" x 6" Island Cap	A6X6PCAPW	—	—	—
6" x 6" Post Skirt	A6X6PSKIRTW	—	—	—

• A 5.5" x 5.5" post sleeve is required for applications with 45° or other angled cuts.

• For 42"H railing use 8" post sleeves.

SUPPORT RAILS

PRODUCT DESCRIPTION	TimberTech Model Number		
	White	Matte Espresso	Black
CUSTOM SUPPORT RAILS - Laser-Etched for Aluminum Balusters			
8' Custom Support Rails	AZTBULKSR8W	AZTBULKSR8ME	AZTBULKSR8B
CUSTOM SUPPORT RAILS - Blank for 10' Bottom Support Rails			
10' Custom Support Rails	AZTBULKDSR10W	—	AZTBULKDSR10B
ALUMINUM SUPPORT RAILS - Drilled for Composite Balusters			
8' Aluminum Support Rails	—	—	—
ALUMINUM SUPPORT RAILS - Drilled at 5" on Center for Composite Balusters			
10' Aluminum Support Rails	AZTBULKSR10W	—	—
CUSTOM ALUMINUM SUPPORT RAILS - Marked at 4 1/2" on Center for Aluminum Balusters			
10' Custom Aluminum Support Rails	AZTBULKDSTR10W	—	AZTBULKDSTR10B

CLASSIC COMPOSITE SERIES

1. STYLES AND COLORS



PREMIER RAIL™
3.5" W x 2.7" H



RADIANCERAIL®
2.9" W x 2.9" H



TRADEMARK RAIL™
3.5" W x 2.7" H
Only available in White and Matte White



DRINK RAIL
Compatible with full-profile, Square-Shouldered boards

COLOR OPTIONS



GLOSS WHITE



MATTE WHITE



MATTE ESPRESSO



MATTE BLACK

Matte colors also include a 25-Year Fade & Stain Limited Warranty



2. INFILLS

1.25" x 1.25" Composite



.75" x .75" Aluminum Round and Square (Black only)



Glass Channel to fit 1/4" Tempered Glass



Glass panel sourced locally

Cable Rail



3. POST SLEEVES

Available in 4" x 4" 5" x 5" 5.5" x 5.5" 6" x 6" (White only)



4. CAPS AND SKIRTS

4" x 4" Cap 5.63" x 5.63" Profile



4" x 4" Island Cap 7.1" x 7.1" Profile



5" x 5" Cap 7.1" x 7.1" Profile



5.5" x 5.5" Island Cap 8.32" x 8.32" Profile



5.5" x 5.5" Pyramid Cap 8.32" x 8.32" Profile



6" x 6" Island Cap (White only)



4" x 4" Skirt 5.42" x 5.42" Profile



5" x 5" Skirt 6.36" x 6.36" Profile



5.5" x 5.5" Skirt 8.0" x 8.0" Profile



6" x 6" Skirt (White only)



5. LIGHTING

4" x 4", 5.5" x 5.5" (Also fits 5" posts)
LED Lantern Post Cap Light
(Available in Matte White, Matte Black, Matte Espresso)

New



Reversible LED Accent Light
(Available in Matte White, Matte Black, Matte Espresso)

New



5.5" x 5.5" LED Lighted Island Cap
8.32" x 8.32" Profile
(Available in Gloss White, Matte White, Matte Black, Matte Espresso)



4" x 4", 5" x 5", 5.5" x 5.5"
LED Post Cap Light



Accent Lights
(Available in Gloss White, Matte White, Architectural Bronze)



Under Rail Lights



TimberTech.com

RADIANCE RAIL EXPRESS®

SIMPLE SYSTEMS BUILT TO LAST

RadianceRail Express makes getting our popular milled-wood-inspired look easier with two convenient options: Smart Sets and Rail Packs.

RadianceRail Express in White
Finishes Collection® in Onyx Stone



ALL IN 1
RAILING
SYSTEM

The Smart Set makes ordering and installation easier by bundling all the railing components together in a single kit.

PRODUCT DESCRIPTION	TimberTech Model Number		
	White	Black	Kona
RADIANCE RAIL EXPRESS SMART SETS - Includes Top & Bottom Rail, 4" x 4" Post Sleeve, 4" Post Cap, 4" Post Skirt, Hardware, Footblocks, Gaskets, 13 Balusters for 6', 18 Balusters for 8'			
6' RadianceRail Express Smart Set	TXSS6W	---	---
6' RadianceRail Express Stair Smart Set	TXSS6SW	---	---
8' RadianceRail Express Smart Set	TXSS8W	---	---
8' RadianceRail Express Stair Smart Set	TXSS8SW	---	---
RADIANCE RAIL EXPRESS COMPOSITE BALUSTER RAIL PACKS Packs include Top & Bottom Rail, Hardware, Gaskets, and Footblocks			
6' RadianceRail Express Pack	TXRP6W	TXRP6B	TXRP6K
8' RadianceRail Express Pack	TXRP8W	TXRP8B	TXRP8K
RADIANCE RAIL EXPRESS COMPOSITE BALUSTER STAIR RAIL PACKS Packs include Top & Bottom Rail, Hardware, and Footblocks			
8' RadianceRail Express Stair Pack	TXSRP8W	TXSRP8B	TXSRP8K
RADIANCE RAIL EXPRESS ROUND ALUMINUM BALUSTER (RAB) RAIL PACKS Packs include Top & Bottom Rail, Hardware, Gaskets, and Footblocks			
6' RadianceRail Express RAB Pack	TXRPAB6W	TXRPAB6B	TXRPAB6K
8' RadianceRail Express RAB Pack	TXRPAB8W	TXRPAB8B	TXRPAB8K
RADIANCE RAIL EXPRESS ROUND ALUMINUM BALUSTER (RAB) STAIR PACKS Packs include Top & Bottom Rail, Hardware, and Footblocks			
8' RadianceRail Express RAB Stair Pack	TXSRPAB8W	TXSRPAB8B	TXSRPAB8K

Rail Packs are available in different lengths for level and stair applications with baluster options to accommodate a 36" or 42" railing height. RadianceRail Express pairs with the 4" x 4" x 39" Post Sleeve.

RadianceRail Express gaskets are included with the level Rail Packs, and RadianceRail Express hardware is included in all Rail Packs. Hardware and gaskets are also offered separately for installing two shorter sections while using one Rail Pack, or for replacements.

PRODUCT DESCRIPTION

RADIANCE RAIL EXPRESS COMPOSITE BALUSTERS
29.75" Square Composite Baluster
35.75" Square Composite Baluster
RADIANCE RAIL EXPRESS ALUMINUM BALUSTERS
29" Round Aluminum Balusters
35" Round Aluminum Balusters
RADIANCE RAIL EXPRESS POST SLEEVES
4" x 4" x 39" Post Sleeve
4" x 4" x 96" Post Sleeve
RADIANCE RAIL EXPRESS POST CAPS AND SKIRTS
4" x 4" Post Cap
4" x 4" Island Cap
4" x 4" Post Skirt
RADIANCE RAIL EXPRESS HARDWARE KITS
Mounting Kit
Mounting Kit for Stairs
Gasket Pack Kit - Includes 4 gaskets (for level applications only)

- Required number of composite balusters for level
- Required number of composite balusters for stairs
- Required number of round aluminum balusters for
- Required number of round aluminum balusters for
- Additional Post Sleeves, Post Caps, and Post Skirts

1. STYLES AND COLORS

COLOR OPTIONS



2.7" W x 2.4" H

2. INFILLS

1.25" x 1.25" Composite



.75" x .75" Metal Round



3. POST SLEEVES

Available in
4" x 4"



4. CAPS AND SKIRTS

4" x 4" Cap
5.63" x 5.63" Profile



4" x 4" Island Cap
7.1" x 7.1" Profile



4" x 4" Skirt
5.42" x 5.42" Profile



5. LIGHTING

Accent Lights
(Available in White,
Matte White, and
Architectural Bronze)



4" x 4" Post Cap Light



TimberTech.com

33

RELiance RAIL LEVEL AND STAIR KITS - CORE

PRODUCT DESCRIPTION	TimberTech Model Number	
	Matte White	Khaki
RELiance RAIL SQUARE VINYL BALUSTER LEVEL KITS - Core (1 Top Rail, 1 Bottom Rail, 1 Top Aluminum Support Rail, Balusters, Brackets, Hardware, Footblock(s) + plug(s))		
6" x 36" Reliance Rail Square Vinyl Baluster Level Kit - Core	CRL36SVBK6MW	CRL36SVBK6KH
8" x 36" Reliance Rail Square Vinyl Baluster Level Kit - Core	CRL36SVBK8MW	CRL36SVBK8KH
6" x 42" Reliance Rail Square Vinyl Baluster Level Kit - Core	CRL42SVBK6MW	CRL42SVBK6KH
8" x 42" Reliance Rail Square Vinyl Baluster Level Kit - Core	CRL42SVBK8MW	CRL42SVBK8KH
RELiance RAIL ROUND ALUMINUM BALUSTER LEVEL KITS - Core (1 Top Rail, 1 Bottom Rail, 1 Top Aluminum Support Rail, Balusters, Brackets, Hardware, Footblock(s) + plug(s))		
6" x 36" Reliance Rail Round Aluminum Baluster Level Kit - Core	CRL36RABK6MW	CRL36RABK6KH
8" x 36" Reliance Rail Round Aluminum Baluster Level Kit - Core	CRL36RABK8MW	CRL36RABK8KH
6" x 42" Reliance Rail Round Aluminum Baluster Level Kit - Core	CRL42RABK6MW	CRL42RABK6KH
8" x 42" Reliance Rail Round Aluminum Baluster Level Kit - Core	CRL42RABK8MW	CRL42RABK8KH
RELiance RAIL SQUARE VINYL BALUSTER STAIR KITS - Core (1 Top Rail, 1 Bottom Rail, 1 Top Aluminum Support Rail, Balusters, Brackets, Hardware, Footblock(s) + plug(s))		
6" x 36" Reliance Rail Square Vinyl Baluster Stair Kit - Core	CRS36SVBK6MW	CRS36SVBK6KH
8" x 36" Reliance Rail Square Vinyl Baluster Stair Kit - Core	CRS36SVBK8MW	CRS36SVBK8KH
6" x 42" Reliance Rail Square Vinyl Baluster Stair Kit - Core	CRS42SVBK6MW	CRS42SVBK6KH
8" x 42" Reliance Rail Square Vinyl Baluster Stair Kit - Core	CRS42SVBK8MW	CRS42SVBK8KH
RELiance RAIL ROUND ALUMINUM BALUSTER STAIR KITS - Core (1 Top Rail, 1 Bottom Rail, 1 Top Aluminum Support Rail, Balusters, Brackets, Hardware, Footblock(s) + plug(s))		
6" x 36" Reliance Rail Round Aluminum Baluster Stair Kit - Core	CRS36RABK6MW	CRS36RABK6KH
8" x 36" Reliance Rail Round Aluminum Baluster Stair Kit - Core	CRS36RABK8MW	CRS36RABK8KH
6" x 42" Reliance Rail Round Aluminum Baluster Stair Kit - Core	CRS42RABK6MW	CRS42RABK6KH
8" x 42" Reliance Rail Round Aluminum Baluster Stair Kit - Core	CRS42RABK8MW	CRS42RABK8KH

BRACKETS

PRODUCT DESCRIPTION	TimberTech Model Number	
	Matte White	Khaki
RELiance RAIL BRACKET KITS - Contour (Includes 4 brackets with covers and hardware)		
Reliance Rail - Countour Level Bracket Kit	CTBKTITLVMW	CTBKTITLVKH
Reliance Rail - Countour Stair Bracket Kit	CTBKTITSTMW	CTBKTITSTKH
Reliance Rail - Contour 45 Degree Adapter Kit (1 Top & 1 Bottom)	CTBKT4SKITLMW	CTBKT4SKITLKH
RELiance RAIL BRACKET KITS - Core (Includes 4 brackets with covers and hardware)		
Reliance Rail - Core Level Bracket Kit	CRBKTITLVMW	CRBKTITLVKH
Reliance Rail - Core Stair Bracket Kit	CRBKTITSTMW	CRBKTITSTKH
Reliance Rail - Core 45 Degree Adapter Kit (1 Top & 1 Bottom)	CRBKT4SKITLMW	CRBKT4SKITLKH

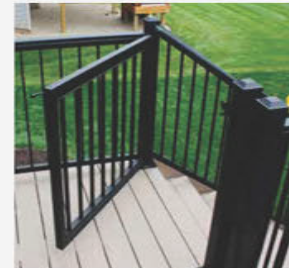
POST KITS AND ACCESSORIES

PRODUCT DESCRIPTION	TimberTech Model Number	
	Matte White	Khaki
RELiance RAIL VINYL POST SLEEVE KITS (Includes Post Sleeve, Post Cap and Post Skirt (96" does not include cap/skirt))		
4" x 4" Vinyl Post Sleeve Kit, 39"	TT4X4VPSKIT39MW	TT4X4VPSKIT39KH
4" x 4" Vinyl Post Sleeve Kit, 54"	TT4X4VPSKIT54MW	TT4X4VPSKIT54KH
4" x 4" Vinyl Post Sleeve 96" (No Cap and Skirt)	TT4X4VPS96MW	TT4X4VPS96KH
RELiance RAIL CAPS & SKIRTS		
Reliance Rail Post Cap - 4" Flat	RR4X4PCAPFLMW	RR4X4PCAPFLKH
Reliance Rail Post Skirt - 4" Flat	RR4X4PSKRTFLMW	RR4X4PSKRTFLKH
Reliance Rail Post Cap - 4" New England (2-piece)	RR4X4PCAPNEMW	RR4X4PCAPNEKH
Reliance Rail Post Skirt - 4" New England	RR4X4PSKRTNEMW	RR4X4PSKRTNEKH
RELiance RAIL DRINK RAIL		
Drink Rail Kit (4 clips with screws)	RRDRCKIT	
RELiance RAIL REPLACEMENT PARTS		
Reliance Rail Aluminum Support Rail - Contour 8"	CTBULKSRO8	
Reliance Rail Aluminum Support Rail - Core 8"	CRBULKSRO8	
Reliance Rail Foot Block Kit - Level (Block & Plug)	RRFBKITLVMW	RRFBKITLVKH
Reliance Rail Foot Block Kit - Stair (Block & Plug)	RRFBKITSTMW	RRFBKITSTKH

TimberTech

ACCESSORIES

BY AZEK



COLOR OPTIONS



DECKING & RAILING ACCESSORIES

IMPRESSION RAIL EXPRESS® GATE KIT

- For 38" or 42" railing heights
- Available in White, Black, or Dark Bronze
- Maximum width opening: 49"

PRODUCT DESCRIPTION	TimberTech Model Number		
	White	Black	Dark Bronze
IMPRESSION RAIL EXPRESS GATE KIT - Kit Includes Panel, Top & Bottom Channel Covers, Latch and Hinge Kit (For up to 50" Openings)			
36" IRX Gate Kit	AZTIXGATE36W	AZTIXGATE36B	AZTIXGATE36BR
42" IRX Gate Kit	AZTIXGATE42W	AZTIXGATE42B	AZTIXGATE42BR



COLOR OPTIONS



UNIVERSAL GATE KIT

- For use with the Classic Composite Series
- Does not include top rail, bottom rail, or balusters
- Maximum width opening: 48"

PRODUCT DESCRIPTION	TimberTech Model Number		
	White	Matte White	Matte Black
UNIVERSAL GATE KIT - For Use with Classic Composite Series Includes Hinge and Latch and Side Supports to Convert Classic Composite Rail Pack or Kit to a Gate (Railing and Balusters Sold Separately)			
36" Universal Gate Kit	AZTGATEW	AZTGATEMW	AZTGATEMB

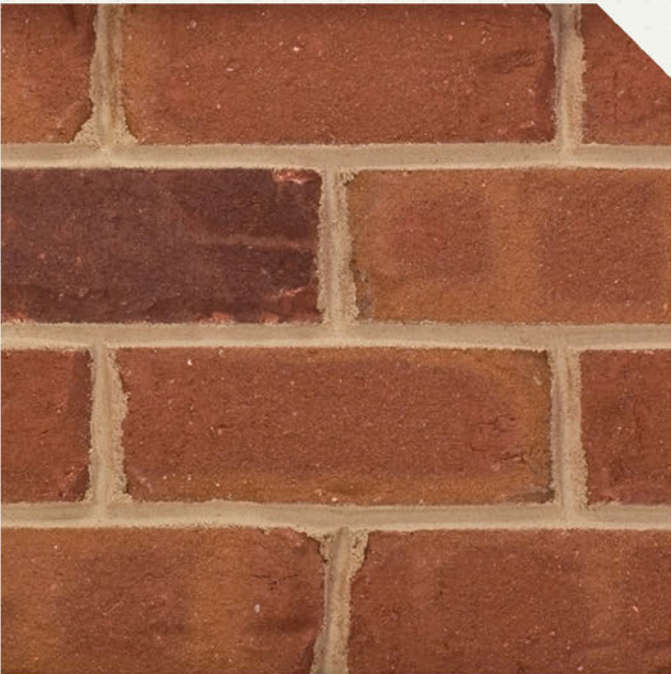
SECURE MOUNT POST

- Allows for railing installations without a wood post
- Can be installed on wood, concrete, and composite surfaces
- Adjustable for 36" or 42" rail applications

PRODUCT DESCRIPTION	TimberTech Model Number
SECURE MOUNT POST	
4" Secure Mount Post	AZTSMPS642
6" Secure Mount Post Adapter	AZTSMPS642TOR
Deck Mounting Kit	AZTSMPS642



[Back to all Products](#)



Monticello

Lawrenceville

Color	Red
Texture	Textured
Sizes	Engineer, Modular
Use	Residential



Historic District Review Board Staff Report

Agenda Title: 11 Park Row

Agenda Date: July 21, 2026

Prepared by: Tracy Outten, Deputy Planning & Zoning Administrator

Reviewed By: Rick Keuroglian, Interim Zoning Administrator

Date: June 29, 2026

Applicant: Lee Sisson	Type Of Application: Pre-Application/Certificate of Appropriateness
Site Address: 11 Park Row	Work to be Performed: to replace the front porch balustrades and Unit D windows
Tax Map: 83A3-1-288 & 288D	Current Zoning: R-1
Lot Size: NA	Historic Register: CONTRIBUTING
	<i>Description: Ca. 1920, No Discernible Style</i>
	<i>Accessory Structure: NA</i>

Date Application Received: May 29, 2026

Pre-Application Meeting: July 21, 2026

Date Application Deemed Complete: June 2, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): August 31, 2026

Overview:
The applicant is seeking to replace the following: (1) the existing front porch wood balustrades with composite balustrades of the same design; and (2) the existing sixteen wood windows in one unit with composite windows of the same configuration and two side-by-side windows with one double-hung window. The sills are staying intact.

Aerial Map:**Materials:**

Balustrades: Balusters: Solid Composite - Square, Top Rails: Composite – Premier, Post Caps: Island Cap

Windows: Composite – (i) 2 Double-Hung = 6/6 28" x 52" x 4"; (ii) 2 Casement = 2/2 28" x 28" x 4"; (iii) 4 Double-Hung = 2/2 36" x 64" x 4"; (iv) 1 Double-Hung = 2/2 41" x 64" x 4"; (v) 6 Casement = 2/2 23" x 23" x 4" and (vi) 2 Double-Hung with 1 Double-Hung = 2/2 64" x 45" x 4"

Trim: Needs to be verified if using existing or aluminum wrap

Staff Analysis:**Zoning Compliance:**

The property is a legal, conforming use. The proposed project seeks to replace the balustrades and windows on the multi-family dwelling. Zoning Compliance has been achieved for the balustrades based upon this application to the HDRB. **The proposal to place grills between the glass (GBG) of the windows is not compliant with the Historic District Overlay Design Guidelines.**

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 – No Discernible Style)

Section 4.4: Woodwork – Exterior Wall, Decorative Trim, & Porches

Section 4.5: Openings & Associated Features – Windows, Doors, & Storefronts

Section 5.4.2: Woodwork – Porches

Section 5.5.1: Windows

Section 7.1: Alternative Materials

Section 7.2: Flowchart for Consideration of Historic Material Replacement

Section 7.3: Documentation Requirements for Deteriorated Historic Features & Proposed Alternative Materials

Staff Recommendation:

Staff is requesting that the HDRB review the application materials submitted by the applicant and determine whether the proposed installations on the single-family dwelling and the siding replacement on the accessory structure, and the materials, 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 developing 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
412 Tazewell Avenue
Cape Charles, VA 23310
757-331-3259 x31

planningtech@capecharles.org

Section 5, Item B.

Revised 02/2026

Taxes	PD
Violations	NA
Fee	\$500 PD
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: Lee Sisson TREASURER PARK PLACE COA Date: 21 MAY 2026

PART 2: PROPERTY INFORMATION

Property Address: **11 PARK ROW CAPE CHARLES VA 23310** Tax Map #: **83A3-1-228D**

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: **LEE SISSON ON BEHALF OF PARK PLACE CONDOMINIUM ASSOC INC.**

Mailing Address: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

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): REPLACE EXISTING RAILINGS DUE TO AGING AND SAFETY			
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: ☐ Original ☐ Not Original ☐ Not Sure		Proposed Work:	
Existing Material:		Proposed Material:	
Pitch:		Pitch:	
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: ☐ Yes ☐ No ☐ Not Sure		Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ 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.	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Original to the home: ☐ Yes ☐ No ☐ Not Sure	
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: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ 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: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____
CEILING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
COLUMNS	
Existing Condition: ☐ Original ☐ Not Original ☐ 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

BALUSTRADEExisting Condition: ☐ Original ☐ Not Original ☐ Not Sure**Proposed**

Existing Material:

Proposed Material:

Existing Dimensions: Height: Width: Diameter:

Proposed Dimensions: Height: Width: Diameter:

Existing Style / Design:

Proposed Style / Design:

SCREENINGExisting Condition: ☐ Original ☐ Not Original ☐ Not SureProposed Work: ☐ New ☐ Replace ☐ Repair

Existing Material:

Proposed Material:

SKIRTINGExisting Condition: ☐ Original ☐ Not Original ☐ Not SureProposed Work: ☐ New ☐ Replace ☐ 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.):

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): 11 PARK ROW CAPE CHARLES VA 23310

Number of **Steps** to be: _____ Repaired _____ Replaced _____ AlteredExisting 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 _____ AlteredExisting 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 22 Replaced _____ Altered

Location (Attach pictures; Survey may be requested):

Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure**Proposed**

Existing Material: WOOD

Proposed Material: COMPOSITE

Existing Dimensions: Height: Width: Diameter:

Proposed Dimensions: Height: Width: Diameter:

Existing Style / Design: SEE PICTURES

Proposed Style / Design: SEE ATTACHED CUT SHEET

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

REPLACING DUE TO AGE AND DETERIORATION

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:

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: ☐ 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**

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 GUIDELINESType 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 Codes, including fire, sewer and water codes, 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: Lee Sisson

Date: _____

Zoning Administrator's signature: _____

Date: _____

Town Code Chapter 32, Article VIII, Section: _____







High-performance composite railing

Section 5, Item B.

Made from a mix of high-performance polymers and recycled wood fibers for impressive durability, these collections offer the most customization and style options.

COMPOSITE

CLASSIC COMPOSITE SERIES



Vintage Collection® in Coastline®, Classic Composite Series in Matte Espresso with RadianceRail®

Looking to design a unique, custom railing for your space? With several top rail profiles and a universal bottom rail, the Classic Composite Series offers the most customization options, making mixing and matching components a breeze.

COLORS

Our Premium Matte colors are protected by a 25 Year Fade & Stain Limited Warranty.



GLOSS WHITE



MATTE WHITE



MATTE BLACK



MATTE ESPRESSO

TOP RAILS



PREMIER RAIL



TRADEMARK RAIL™

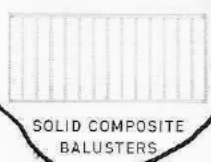


RADIANCE RAIL®



DRINK RAIL

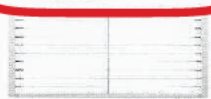
INFILLS



SOLID COMPOSITE BALUSTERS



ALUMINUM BALUSTERS
SQUARE AND ROUND



CABLE RAIL



GLASS CHANNEL KIT
Glass not included

POST CAPS



4"x 4"
CAP



4"x 4" & 5.5" x 5.5"
ISLAND CAP



5"x 5"
CAP



5.5"x 5.5"
PYRAMID CAP



Certificate of Appropriateness Application Renovation

Planning & Zoning Department
412 Tazewell Avenue
Cape Charles, VA 23310
757-331-3259 x31

planningtech@capecharles.org

Section 5, Item B.

Revised 02/2026

Taxes

Violations

Fee

Decision

NA

Paid

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: *Lee Sisson*

Date: 21 MAY 2026

PART 2: PROPERTY INFORMATION

Property Address: **11 PARK ROW CAPE CHARLES VA 23310**

Tax Map #: **83A3-1-228D**

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: **LEE SISSON ON BEHALF OF PARK PLACE CONDOMINIUM ASSOC INC.**

Mailing Address: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

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):
REPLACE EXISTING WINDOWS DUE TO AGING AND SAFETY

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: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work:
Existing Material:	Proposed Material:
Pitch:	Pitch:
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: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ 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 <u>2</u>	
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.	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Original to the home: ☐ Yes ☒ No ☐ Not Sure	
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture DOUBLE HUNG 6/6	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture DOUBLE HUNG 6/6
Width: 30" Height: 54" Depth: 4"	Width: 28" Height: 52" Depth: 4"
Existing Material: WOOD	Proposed Material: COMPOSITE
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material:	Proposed Material: RE-USE EXISTING
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material:	Proposed Material: RE-USE EXISTING
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change: WINDOWS DO NOT STAY OPEN ON OWN, 20 YRS OLD	

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 <u>2</u>	
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.	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Original to the home: ☐ Yes ☒ No ☐ Not Sure	
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture CASEMENT 2/2	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture CASEMENT 2/2
Width: 30" Height: 30" Depth: 4"	Width: 28" Height: 28" Depth: 4"
Existing Material: WOOD	Proposed Material: COMPOSITE
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material:	Proposed Material: RE-USE EXISTING
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material:	Proposed Material: RE-USE EXISTING
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change: WINDOWS DO NOT OPEN/OPENER CRANK STRIPPED OUT	

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 <u>4</u>	
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.	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Original to the home: ☐ Yes ☒ No ☐ Not Sure	
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture DOUBLE HUNG 2/2	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture DOUBLE HUNG 2/2
Width: 38" Height: 66" Depth: 4"	Width: 36" Height: 64" Depth: 4"
Existing Material: WOOD	Proposed Material: COMPOSITE
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material:	Proposed Material: RE-USE EXISTING
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material:	Proposed Material: RE-USE EXISTING
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change: WINDOWS DO NOT STAY OPEN ON OWN, 20 YRS OLD	

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 <u>1</u>	
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.	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Original to the home: ☐ Yes ☒ No ☐ Not Sure	
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture DOUBLE HUNG 2/2	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture DOUBLE HUNG 2/2
Width: 43" Height: 66" Depth: 4"	Width: 41" Height: 64" Depth: 4"
Existing Material: WOOD	Proposed Material: COMPOSITE
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material:	Proposed Material: RE-USE EXISTING
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material:	Proposed Material: RE-USE EXISTING
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change: WINDOWS DO NOT STAY OPEN ON OWN, 20 YRS OLD	

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 <u>6</u>	
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.	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Original to the home: ☐ Yes ☒ No ☐ Not Sure	
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture CASEMENT 2/2	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture CASEMENT 2/2
Width: <u>25"</u> Height: <u>25"</u> Depth: <u>4"</u>	Width: <u>23"</u> Height: <u>23"</u> Depth: <u>4"</u>
Existing Material: <u>WOOD</u>	Proposed Material: <u>COMPOSITE</u>
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material: _____	Proposed Material: <u>RE-USE EXISTING</u>
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material: _____	Proposed Material: <u>RE-USE EXISTING</u>
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material: _____	Proposed Material: _____
Indicate the reason for change: <u>WINDOWS DO NOT OPEN/OPENER CRANK STRIPPED OUT</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 <u>2</u>	
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.	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Original to the home: ☐ Yes ☒ No ☐ Not Sure	
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture DOUBLE HUNG 2/2	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture DOUBLE HUNG 2/2
Width: <u>33"</u> Height: <u>46"</u> Depth: <u>4"</u>	Width: <u>64"</u> Height: <u>45"</u> Depth: <u>4"</u>
Existing Material: <u>WOOD</u>	Proposed Material: <u>COMPOSITE</u>
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material: _____	Proposed Material: <u>RE-USE EXISTING</u>
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material: _____	Proposed Material: <u>RE-USE EXISTING</u>
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material: _____	Proposed Material: _____
Indicate the reason for change: <u>REPLACING 2 SIDE BY SIDE SINGLE WINDOWS WITH 1DOUBLE WINDOW UNIT</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 _____

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.	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Original to the home: ☐ Yes ☐ No ☐ Not Sure	
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: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ 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: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____
CEILING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
COLUMNS	
Existing Condition: ☐ Original ☐ Not Original ☐ 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

BALUSTRADEExisting Condition: ☐ Original ☐ Not Original ☐ Not Sure**Proposed**

Existing Material:

Proposed Material:

Existing Dimensions: Height: Width: Diameter:

Proposed Dimensions: Height: Width: Diameter:

Existing Style / Design:

Proposed Style / Design:

SCREENINGExisting Condition: ☐ Original ☐ Not Original ☐ Not SureProposed Work: ☐ New ☐ Replace ☐ Repair

Existing Material:

Proposed Material:

SKIRTINGExisting Condition: ☐ Original ☐ Not Original ☐ Not SureProposed Work: ☐ New ☐ Replace ☐ 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.):

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): 11 PARK ROW CAPE CHARLES VA 23310

Number of **Steps** to be: _____ Repaired _____ Replaced _____ AlteredExisting 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 _____ AlteredExisting 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 22 Replaced _____ Altered

Location (Attach pictures; Survey may be requested):

Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure**Proposed**

Existing Material: WOOD

Proposed Material: COMPOSITE

Existing Dimensions: Height: Width: Diameter:

Proposed Dimensions: Height: Width: Diameter:

Existing Style / Design: SEE PICTURES

Proposed Style / Design: SEE ATTACHED CUT SHEET

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

REPLACING DUE TO AGE AND DETERIORATION

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:

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: ☐ 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**

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 GUIDELINESType 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 Codes, including fire, sewer and water codes, 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: Lee Sisson

Date: _____

Zoning Administrator's signature: _____

Date: _____

Town Code Chapter 32, Article VIII, Section: _____



11 PARK ROW UNIT D EXISTING WINDOWS
EXTERIOR VIEW
Unit D Windows are Second Floor

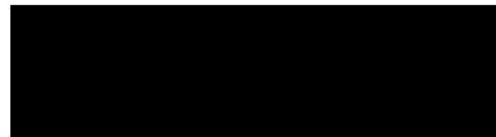


**11 PARK ROW UNIT D EXISTING WINDOWS
INTERIOR VIEW**
Note Grid Pattern



Contract - Detailed

Pella Window and Door Showroom of Rehoboth Beach
37395 Oyster House Rd
Rehoboth Beach, DE 19971



Customer Information	Project/Delivery Address	Order Information
Primary Phone: Mobile Phone: Fax Number: E-Mail: Contact Name: Great Plains #: Customer Number: Customer Account:	Unassigned Lot # County: Owner Name: Owner Phone:	 Order Number: 717 Quote Number: TBD Order Type: Installed Sales Wall Depth: Payment Terms: Tax Code: Cust Delivery Date: None Quoted Date: 3/14/2026 Contracted Date: Booked Date: Customer PO #:

Line #	Location:	Attributes	Qty
10	SET UP	RPSET203 - Replacement Install 203	1

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

Printed on 3/14/2026

Contract - Detailed

Page 1 of 10

Customer:

Project Name: Unassigned

Order Number: 717

Quote Number: TBD

Line #	Location:	Attributes
--------	-----------	------------

15 Mud Rm

Lifestyle, Double Hung, 28 X 52, Without HGP, White

Qty

2

PK #
2233

Viewed From Exterior

1: Non-Standard Size Non-Standard Size Double Hung, Equal

Frame Size: 28 X 52

General Information: No Package, Without Hinged Glass Panel, Clad, Pine, 5", 3 11/16", No Certification, Jambliner Color: Gray

Exterior Color / Finish: Standard Enduraclad, White

Interior Color / Finish: Bright White Paint Interior

Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude

Hardware Options: Cam-Action Lock, 1 Lock, White, No Limited Opening Hardware, Order Sash Lift, 1 Lift, No Integrated Sensor

Screen: Full Screen, White, InView™

Performance Information: U-Factor 0.30, SHGC 0.27, VLT 0.50, CPD PEL-N-35-00515-00001, Performance Class LC, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 50, FPA FL12952, STC 27, OITC 23, Clear Opening Width 24.812, Clear Opening Height 22.75, Clear Opening Area 3.919951, Egress Does not meet typical United States egress, but may comply with local code requirements

Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (3W2H / 3W2H), White, White

Wrapping Information: No Attachment Method, No Exterior Trim, 3-11/16", 5", Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 160".

Rough Opening: 28 - 3/4" X 52 - 3/4"

RIW2215 - Standard Pocket Install

Qty 1

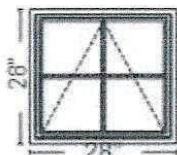
Line #	Location:	Attributes
--------	-----------	------------

20 Mud Rm

Lifestyle, Awning, Vent, 28 X 28, Without HGP, White

Qty

2

PK #
2233

Viewed From Exterior

1: Non-Standard Size Non-Standard Size Vent Awning

Frame Size: 28 X 28

General Information: No Package, Without Hinged Glass Panel, Clad, Pine, 5", 3 11/16", No Certification

Exterior Color / Finish: Standard Enduraclad, White

Interior Color / Finish: Bright White Paint Interior

Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude

Hardware Options: Large Awning Hardware, Fold-Away Crank, White, No Limited Opening Hardware, No Integrated Sensor, Sill

Screen: Full Screen, Bright White, InView™

Performance Information: U-Factor 0.29, SHGC 0.25, VLT 0.47, CPD PEL-N-37-00715-00001, Performance Class LC, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, FPA FL20532, STC 25, OITC 22, Egress Not Applicable

Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (2W2H), White, White

Wrapping Information: No Attachment Method, No Exterior Trim, 3-11/16", 5", Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 112".

Rough Opening: 28 - 3/4" X 28 - 3/4"

RIW2215 - Standard Pocket Install

Qty 1

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

Printed on 3/14/2026

Contract - Detailed

Page 2 of 10

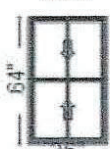
Customer:

Project Name: Unassigned

Order Number: 717

Quote Number: TBD

Line #	Location:	Attributes		
25	Family Rm	Lifestyle, Double Hung, 36 X 64, Without HGP, White		Qty 2
		PK # 2233	1: Non-Standard SizeNon-Standard Size Double Hung, Equal Frame Size: 36 X 64 General Information: No Package, Without Hinged Glass Panel, Clad, Pine, 5", 3 11/16", No Certification, Jambliner Color: Gray Exterior Color / Finish: Standard Enduraclad, White Interior Color / Finish: Bright White Paint Interior Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude Hardware Options: Cam-Action Lock, 2 Locks, White, No Limited Opening Hardware, Order Sash Lift, 2 Lifts, No Integrated Sensor Screen: Full Screen, White, InView™ Performance Information: U-Factor 0.30, SHGC 0.27, VLT 0.50, CPD PEL-N-35-00515-00001, Performance Class LC, PG 35, Calculated Positive DP Rating 35, Calculated Negative DP Rating 35, FPA FL12952, STC 27, OITC 23, Clear Opening Width 32.812, Clear Opening Height 28.75, Clear Opening Area 6.551007, Egress Meets minimum clear opening and 5.7 sq.ft Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (2W1H / 2W1H), White, White Wrapping Information: No Attachment Method, No Exterior Trim, 3-11/16", 5", Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 200".	
Rough Opening: 36 - 3/4" X 64 - 3/4"				
		RIW2215 - Standard Pocket Install	Qty	1
		RIW6211 - Additional Unit within same opening over 96 united inches	Qty	1

Line #	Location:	Attributes		Qty
30	Kitchen	Lifestyle, Double Hung, 36 X 64, Without HGP, White		1
		PK # 2233	1: Non-Standard SizeNon-Standard Size Double Hung, Equal Frame Size: 36 X 64 General Information: No Package, Without Hinged Glass Panel, Clad, Pine, 5", 3 11/16", No Certification, Jambliner Color: Gray Exterior Color / Finish: Standard Enduraclad, White Interior Color / Finish: Bright White Paint Interior Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude Hardware Options: Cam-Action Lock, 2 Locks, White, No Limited Opening Hardware, Order Sash Lift, 2 Lifts, No Integrated Sensor Screen: Full Screen, White, InView™ Performance Information: U-Factor 0.30, SHGC 0.27, VLT 0.50, CPD PEL-N-35-00515-00001, Performance Class LC, PG 35, Calculated Positive DP Rating 35, Calculated Negative DP Rating 35, FPA FL12952, STC 27, OITC 23, Clear Opening Width 32.812, Clear Opening Height 28.75, Clear Opening Area 6.551007, Egress Meets minimum clear opening and 5.7 sq.ft Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (2W1H / 2W1H), White, White Wrapping Information: No Attachment Method, No Exterior Trim, 3-11/16", 5", Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 200".	
Rough Opening: 36 - 3/4" X 64 - 3/4"				
		RIW2215 - Standard Pocket Install	Qty	1

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

Printed on 3/14/2026

Contract - Detailed

Page 3 of 10

Customer:

Project Name: Unassigned

Order Number: 717

Quote Number: TBD

Line #	Location:	Attributes	Qty
35	Bathroom	Lifestyle, Double Hung, 36 X 64, Without HGP, White	1
		PK # 2233 1: Non-Standard SizeNon-Standard Size Double Hung, Equal Frame Size: 36 X 64 General Information: No Package, Without Hinged Glass Panel, Clad, Pine, 5", 3 11/16", No Certification, Jambliner Color: Gray Exterior Color / Finish: Standard Enduraclad, White Interior Color / Finish: Bright White Paint Interior Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude Hardware Options: Cam-Action Lock, 2 Locks, White, No Limited Opening Hardware, Order Sash Lift, 2 Lifts, No Integrated Sensor Screen: Full Screen, White, InView™ Performance Information: U-Factor 0.30, SHGC 0.27, VLT 0.50, CPD PEL-N-35-00515-00001, Performance Class LC, PG 35, Calculated Positive DP Rating 35, Calculated Negative DP Rating 35, FPA FL12952, STC 27, OITC 23, Clear Opening Width 32.812, Clear Opening Height 28.75, Clear Opening Area 6.551007, Egress Meets minimum clear opening and 5.7 sq.ft Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (2W1H / 2W1H), White, White Wrapping Information: No Attachment Method, No Exterior Trim, 3-11/16", 5", Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 200".	

Rough Opening: 36 - 3/4" X 64 - 3/4"

RIW2215 - Standard Pocket Install

Qty 1

Line #	Location:	Attributes	Qty
40	Bed 1	Lifestyle, Double Hung, 41 X 64, Without HGP, White	1
		PK # 2233 1: Non-Standard SizeNon-Standard Size Double Hung, Equal Frame Size: 41 X 64 General Information: No Package, Without Hinged Glass Panel, Clad, Pine, 5", 3 11/16", No Certification, Jambliner Color: Gray Exterior Color / Finish: Standard Enduraclad, White Interior Color / Finish: Bright White Paint Interior Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude Hardware Options: Cam-Action Lock, 2 Locks, White, No Limited Opening Hardware, Order Sash Lift, 2 Lifts, No Integrated Sensor Screen: Full Screen, White, InView™ Performance Information: U-Factor 0.30, SHGC 0.27, VLT 0.50, CPD PEL-N-35-00515-00001, Performance Class LC, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, FPA FL12952, STC 27, OITC 23, Clear Opening Width 37.812, Clear Opening Height 28.75, Clear Opening Area 7.549271, Egress Meets minimum clear opening and 5.7 sq.ft Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (2W1H / 2W1H), White, White Wrapping Information: No Attachment Method, No Exterior Trim, 3-11/16", 5", Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 210".	

Rough Opening: 41 - 3/4" X 64 - 3/4"

RIW2215 - Standard Pocket Install

Qty 1

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

Printed on 3/14/2026

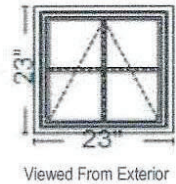
Contract - Detailed

Page 4 of 10

Customer: Project Name: Unassigned Order Number: 717 Quote Number: TBD

Line #	Location:	Attributes
--------	-----------	------------

45	Mud Rm	Lifestyle, Awning, Vent, 23 X 23, Without HGP, White	Qty 6
----	--------	--	----------



PK #
2293

1: Non-Standard SizeNon-Standard Size Vent Awning
Frame Size: 23 X 23
General Information: No Package, Without Hinged Glass Panel, Clad, Pine, 5", 3 11/16", No Certification
Exterior Color / Finish: Standard Enduraclad, White
Interior Color / Finish: Bright White Paint Interior
Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Large Awning Hardware, Fold-Away Crank, White, No Limited Opening Hardware, No Integrated Sensor, Sill
Screen: Full Screen, Bright White, InView™
Performance Information: U-Factor 0.29, SHGC 0.25, VLT 0.47, CPD PEL-N-37-00715-00001, Performance Class LC, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, FPA FL20532, STC 25, OITC 22, Egress Not Applicable
Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (2W2H), White, White
Wrapping Information: No Attachment Method, No Exterior Trim, 3-11/16", 5", Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 92".

Rough Opening: 23 - 3/4" X 23 - 3/4"

RIW2215 - Standard Pocket install Qty 1

Customer:

Project Name: Unassigned

Order Number: 717

Quote Number: TBD

Line # Location:

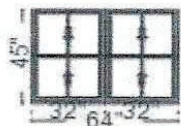
Attributes

50 twin master

Lifestyle, 2-Wide Double Hung, 64 X 45, Without HGP, White

Qty

1



PK #
2233

Viewed From Exterior

1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 32 X 45
General Information: No Package, Without Hinged Glass Panel, Clad, Pine, 5", 3 11/16", No Certification, Jambliner Color: Gray
Exterior Color / Finish: Standard Enduraclad, White
Interior Color / Finish: Bright White Paint Interior
Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, 1 Lock, White, No Limited Opening Hardware, Order Sash Lift, 1 Lift, No Integrated Sensor
Screen: Full Screen, White, InView™
Performance Information: U-Factor 0.30, SHGC 0.27, VLT 0.50, CPD PEL-N-35-00515-00001, Performance Class LC, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 50, FPA FL12952, STC 27, OITC 23, Clear Opening Width 28.812, Clear Opening Height 19.25, Clear Opening Area 3.851604, Egress Does not meet typical United States egress, but may comply with local code requirements
Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (2W1H / 2W1H), White, White
2: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 32 X 45
General Information: No Package, Without Hinged Glass Panel, Clad, Pine, 5", 3 11/16", No Certification, Jambliner Color: Gray
Exterior Color / Finish: Standard Enduraclad, White
Interior Color / Finish: Bright White Paint Interior
Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, 1 Lock, White, No Limited Opening Hardware, Order Sash Lift, 1 Lift, No Integrated Sensor
Screen: Full Screen, White, InView™
Performance Information: U-Factor 0.30, SHGC 0.27, VLT 0.50, CPD PEL-N-35-00515-00001, Performance Class LC, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 50, FPA FL12952, STC 27, OITC 23, Clear Opening Width 28.812, Clear Opening Height 19.25, Clear Opening Area 3.851604, Egress Does not meet typical United States egress, but may comply with local code requirements
Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (2W1H / 2W1H), White, White
Vertical Mull 1: FactoryMull, Standard Joining Mullion, Mull Design Pressure- 20, Overall Thru Direction- Vertical
Wrapping Information: No Attachment Method, No Head Drip Cap, No Exterior Trim, 3-11/16", 5", Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 216"

Rough Opening: 64 - 3/4" X 45 - 3/4"

RIW5210 - Full Tear Out Installation - Single Unit < 96UI

Qty 1

RIW6211 - Additional Unit within same opening over 96 united inches

Qty 1

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

Printed on 3/14/2026

Contract - Detailed

Page 6 of 10

Customer:

Project Name: Unassigned

Order Number: 717

Quote Number: TBD

Line #	Location:	Attributes
--------	-----------	------------

55 Twin Master Bath

Lifestyle, 2-Wide Double Hung, 64 X 45, Without HGP, White

Qty

1



PK #
2233

Viewed From Exterior

1: Non-Standard SizeNon-Standard Size Double Hung, Equal

Frame Size: 32 X 45

General Information: No Package, Without Hinged Glass Panel, Clad, Pine, 5", 3 11/16", No Certification, Jambliner Color: Gray

Exterior Color / Finish: Standard Enduraclad, White

Interior Color / Finish: Bright White Paint Interior

Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude

Hardware Options: Cam-Action Lock, 1 Lock, White, No Limited Opening Hardware, Order Sash Lift, 1 Lift, No Integrated Sensor

Screen: Full Screen, White, InView™

Performance Information: U-Factor 0.30, SHGC 0.27, VLT 0.50, CPD PEL-N-35-00516-00001, Performance Class LC, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 50, FPA FL12952, STC 27, OITC 23, Clear Opening Width 28.812, Clear Opening Height 19.25, Clear Opening Area 3.851604, Egress Does not meet typical United States egress, but may comply with local code requirements

Grille: SDL, No Custom Grille, 7/8", Traditional (2W1H / 2W1H)

2: Non-Standard SizeNon-Standard Size Double Hung, Equal

Frame Size: 32 X 45

General Information: No Package, Without Hinged Glass Panel, Clad, Pine, 5", 3 11/16", No Certification, Jambliner Color: Gray

Exterior Color / Finish: Standard Enduraclad, White

Interior Color / Finish: Bright White Paint Interior

Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude

Hardware Options: Cam-Action Lock, 1 Lock, White, No Limited Opening Hardware, Order Sash Lift, 1 Lift, No Integrated Sensor

Screen: Full Screen, White, InView™

Performance Information: U-Factor 0.30, SHGC 0.27, VLT 0.50, CPD PEL-N-35-00516-00001, Performance Class LC, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 50, FPA FL12952, STC 27, OITC 23, Clear Opening Width 28.812, Clear Opening Height 19.25, Clear Opening Area 3.851604, Egress Does not meet typical United States egress, but may comply with local code requirements

Grille: SDL, No Custom Grille, 7/8", Traditional (2W1H / 2W1H)

Vertical Mull 1: FactoryMull, Standard Joining Mullion, Mull Design Pressure- 20, Overall Thru Direction- Vertical

Wrapping Information: No Attachment Method, No Head Drip Cap, No Exterior Trim, 3-11/16", 5", Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 218".

Rough Opening: 64 - 3/4" X 45 - 3/4"

RIW5210 - Full Tear Out Installation - Single Unit < 96UI

Qty 1

RIW6211 - Additional Unit within same opening over 96 united inches

Qty 1

Line #	Location:	Attributes
--------	-----------	------------

60 None Assigned

RIW356 - Lift Charge 80' boom 1 day

Qty

1

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

Printed on 3/14/2026

Contract - Detailed

Page 7 of 10



Historic District Review Board Staff Report

Agenda Title: 640 Washington Avenue

Agenda Date: July 21, 2026

Prepared by: Tracy Outten, Planning & Zoning Administrator
Deputy

Reviewed By: Rick Keuroglian, Interim Zoning Administrator

Date: June 30, 2026

Applicant: Bill Doughty dba Village Builders on the Bay, representing Michael & Karen May	Type Of Application: Pre-Application/Certificate of Appropriateness
Site Address: 640 Washington Avenue	Work to be Performed: to remove the existing accessory structure and construct a new one
Tax Map: 83A1-1-1	Current Zoning: R-1
Lot Size: 5,920	Historic Register: NOT LISTED
	<i>Description: NA</i>
	<i>Accessory Structure: NA</i>

Date Application Received: May 26, 2026

Pre-Application Meeting: July 21, 2026

Date Application Deemed Complete: June 2, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): August 31, 2026

Overview:
The applicant is seeking to remove the existing 222 sq. ft., one-story accessory structure and ramp, and to construct a new 520 sq. ft., one-and-a-half-story accessory structure with side steps and a landing.

Aerial Map:**Materials:**

Foundation: 2 Course 8" Allied Concrete Block with Parged Exterior Wall

Siding: Certainteed Monogram Double 5" Clapboard Vinyl .046 Thickness

Doors: (1) Therma Tru Fiberglass: Side: 1st floor: 3068 1-lite/2-panel; 2nd floor: 3068 Full Glass; Garage: 12', Glass Top Panel / Raised Panel

Windows: Ply Gem Pro Double Hung 1/1; Trim: 3-1/2" Flat Wide Vinyl; Sill: Thick Nose

Trim: 4" Corners, Triple 4" White Soffit, 6" Fascia, AZEK Brickmold

Roof: Pitch: Gable End Wall 12/12, Shed Dormers 3/12; 30 yr Architectural Shingles

Staff Analysis:**Zoning Compliance:**

The property is a legal, conforming use. The proposed project seeks to remove the existing accessory structure and construct a new accessory structure. Zoning Compliance has been 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: New Accessory Structures Associated with a Primary Noncontributing Building

Staff Recommendation:

Staff requests that the HDRB review the application materials submitted by the applicant and determine whether the proposed new accessory structure and its materials 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 developing 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 Checklist for R-1 - Accessory Structure

Attachment 2: Total Lot Coverage Calculation

Attachment 3: Application and Supporting Documents



ZONING REVIEW CHECK LIST

Residential -1 District

Decision of Zoning

Section 5, Item C.

Accessory Structure Highlights

Rick Keuroglan
Town Manager

DATE: 6/30/2026 Click or tap to enter a date.

DECISION: APPROVED

COMMENTS: Click or tap here to enter text.

BY: Tracy Outten

PROPERTY INFORMATION

Address of Property	640 Washington Avenue
Property Owner's Name	Michael and Karen May
Tax Map #	83A1-1-1 & 2A
Seeking Permit for	Accessory Structure

✓1) Verify that proposed use is use allowed by right:

OTHER

Comments: Click or tap here to enter text.

✓2) Site Plan Submitted?

☒ Yes, Point North Surveying LLC Dated: 05/26/2026

☐ No. If not, have Applicant prepare and complete Site Plan in compliance with Appendix B.

✓3) Lot & Dwelling Size & LOT COVERAGE

ORDINANCE REQUIREMENT

Lot Size	Dwelling Unit Size	LOT COVERAGE (Section 32-91 (e) (6))
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 3,0000 sq ft (max)	
8,401+ sq ft	Max of 4,500 sq	

NOTES: - Ordinance adopted 7/14/1992

(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 32-91 (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 32-91 (e) (12)

LOT SIZE	HOUSE SQ FT	ACCESSORY STRUCTURE SQ FT	TOTAL SQ FT OF ALL BUILDINGS	LOT COVERAGE CALC	In Compliance or No
5,920	1,320.14	520	1,840.14	31.1	☒ Yes ☐ No

Section 5, Item C.

✓4) Setbacks Main Structure: Click or tap here to enter text.

- a) Front 30 ft or prevailing. 15.9 ft
- b) Side: 5 ft. East: 5 ft; West: 5.3 ft
- c) Rear: 25 ft. 79.7 ft
- d) Corner lots: Minimum 5 ft or prevailing. 5 ft

If nonconforming lot, then rear setback may be 5 ft if lot less than 40 ft in width

SEE NOTES FOR ACCESSORY BUILDINGS

□5.) Is there a fence? ☒ Yes ☐ No Comments: Click or tap here to enter text.

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: 40ft height max or 2 ½ stories:

See Sec. 32-91 (c) for exceptions. 34.25 ft

✓8. Height Restrictions for Accessory Structures: Click or tap here to enter text.

- a) If house is no more than one story above grade, the height of Accessory Structure cannot be taller than house (Sec. 32-91 (e) (9): ft
- 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. 32-91 (e) (10)): 19.8 ft

✓9.) Distance between Accessory Structure and Main Building – min of 15 ft: 42.7 ft

✓10.) ACCESSORY STRUCTURE – Additional Requirements

- a) Not located in front or side yard – Rear yard
- b) No closer than 5 ft to any alley line – NA ft
- c) No closer than 2 ft to any side or rear lot line – 5 ft Rear & 9 East Side & 5 West Side
- d) If lot frontage is less than 80 ft, then the sum of all accessory buildings shall be less than the footprint of the primary residence or 550 sq. ft, whichever is the lesser – 520 sq. ft.
- e) If the 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 lesser.

✓11.) Development Standards – HISTORIC DISTRICT REVIEW BOARD (HDRB) determines compliance with

Historic District Guideline and Overlay District Requirements

- a) Appropriate location

- b) Carefully select the placement and orientation
- c) Proportions - 1:1 to structures in the neighborhood
- d) Design new accessory structures to be compatible with the primary building and the district.
Keep design simple.

Section 5, Item C.

Total Lot Coverage Breakdown -	
Address: 640 Washington Avenue	Tax Map # 83A1-1-1
Lot Size	5,920
Structure	Square Footage
House	1,320.14
Front Porch	232.00
Front Steps	40.00
Rear Screen Porch & Landing	240.00
Front Walkway - Concrete	87.20
Rear Brick Structure	15.00
Driveway - Shell (844 x .5)	422.00
Rear Pergola	0.00
Patio	0.00
Misc. Concrete	0.00
Misc.	0.00
Accessory Structures	0.00
Misc.	0.00
Total	2,356.34
Total Lot Coverage	39.80%
PROPOSED	
Accessory Structure & Steps	592.00
Proposed Total	592.00
Existing Total	2,356.34
Total Proposed + Existing	2,948.34
Total Lot Coverage	49.80%
NOT INCLUDED	
Accessory Structure & Ramp/Step (Removing)	222
Rear Pergola (if on grass and not covered)	561

These surfaces are considered 50% impervious re: CBPA



Certificate of Appropriateness Application

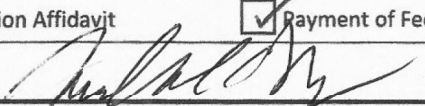
Accessory Structure

Planning & Zoning Department
412 Tazewell Avenue
Cape Charles, VA 23310
757-331-3259 x31

planningtech@capecharles.org

Budget Code: HISTF 100-3100-1100

Revised 02/2026	
Taxes	Paid
Violations	NA
Fee	\$500 PD
Decision	

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. <i>* The applicant is responsible for confirming and obtaining all necessary building permits after approvals.</i> <u>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.</u> <table border="0"><tr><td>☒ Site Plan</td><td>☒ Elevations</td><td>☒ Zoning Clearance Application</td></tr><tr><td>☒ Photos of existing lot</td><td>☒ Renderings</td><td>☒ Photos of proposed materials</td></tr><tr><td>☒ Owner Permission Affidavit</td><td>☒ Payment of Fee</td><td>☐ Tree Permit Application</td></tr></table>		☒ Site Plan	☒ Elevations	☒ Zoning Clearance Application	☒ Photos of existing lot	☒ Renderings	☒ Photos of proposed materials	☒ Owner Permission Affidavit	☒ Payment of Fee	☐ Tree Permit Application
☒ Site Plan	☒ Elevations	☒ Zoning Clearance Application								
☒ Photos of existing lot	☒ Renderings	☒ Photos of proposed materials								
☒ Owner Permission Affidavit	☒ Payment of Fee	☐ Tree Permit Application								
Owner signature: 	Date: 5-25-26									
PART 2: PROPERTY INFORMATION										
Property Address: 640 Washington Ave	Tax Map #: 83A1-1-1									
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: Michael May										
Mailing Address: [REDACTED]										
Phone Number: [REDACTED]										
Email: [REDACTED]										
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: Village Builders on the Bay, Inc. / Bill Daugherty										
Mailing Address: [REDACTED]										
Phone Number: [REDACTED]										
Email: [REDACTED]										
PART 5: PROJECT INFORMATION										
Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed.):										
Construct 1 1/2 story Garage 520 SF 1st Floor w/ Finished Second Floor 460 SF										

PART 6. ACCESSORY STRUCTURE See Section 5.13 & 6 of the Historic District Design Guidelines Cape Charles Town Code Chapter 32, Article IV, Section 32-91 (e)			
Main Dwelling First Floor Building Area (sq ft): <u>1298 1st</u> <u>890 2nd</u>		Height of Main Dwelling: <u>34'3"</u>	
Building Area (sq. ft.): <u>520 SF</u>		Total Gross Floor Area (sq. ft.): <u>980</u>	
Distance from Main Structure (ft.):		Building width (ft.): <u>20'</u>	
Building Height	Feet: <u>19'8"</u>	Stories: <u>1 1/2</u>	Roof pitch: <u>12/12</u>
A. Foundation	Material to be used if applicable: <u>2 course block Foundation - Parged</u>		
B. Roofing	Material to be used: <u>30 yr. Architectural Shingles</u>		
C. Siding	Material to be used: <u>Certified Mowgram Double 5" Clapboard</u>	Dimensions: <u>5" - .046 Thickness</u>	
D. Doors	Width: <u>36"</u> Height: <u>80"</u> - <u>Garage Doors - 9' wide x 8' Tall</u>		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) <u>3/0 Doors - Fiberglass painted, Garage Doors white painted metal</u>		
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: <u>Double Hung 1/1</u>		
	Material: <u>Vinyl - white</u>		
	Width: <u>36"</u>	Height: <u>54"</u>	Depth: <u>6"</u>
F. Trim	Material to be used: <u>3 1/2" Trim on top and Sides of Windows w/ Thick Sill Nose</u>		
	Dimensions: <u>3 1/2</u>		
Describe how the proposed construction will relate to the architectural scale, massing, volumes, and styles represented within the historic district. Attach pictures of the neighborhood (e.g., adjacent buildings, streetscapes). <u>The proposed 1 1/2 story garage will be harmonious w/ the neighborhood styles and characteristics of other houses/garages in the district.</u>			
Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation: <u>* See Attached Spec Sheet.</u>			
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 Codes, including fire, sewer and water codes, 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: <u>[Signature]</u>		Date: <u>5/25/26</u>	
Zoning Administrator's signature: _____		Date: _____	
Town Code Chapter 32, Article VIII, Section: _____			



Affidavit for Accessory Dwelling Unit Use

Planning & Zoning Department
412 Tazewell Avenue
Cape Charles, VA 23310
757-331-3259 x 31
planningtech@capecharles.org

Revised 02/2026	
Taxes	Paid
Violations	NA
Fee	Paid
Decision	

Budget Code: MISPL-100-3100-1070

Violations Budget Code: PERMZ – 100-3100-1150

PART 1. APPLICATION NOTES

The Property Owner will submit an annual affidavit for Accessory Dwelling use attesting to their acknowledgement, adherence to the zoning code, and that the Accessory Dwelling Unit complies with the Zoning Ordinance Requirements per Town Code Chapter 32, Article IV, Section 32-91 (j)

The following criteria are required for one accessory dwelling to be maintained on a property in the R-1, R-2, R-3, and CR zoning districts, contingent upon approval in accordance with Town Code Chapter 32, Article IV Sections 32-91:

1. Is the accessory dwelling unit located in an accessory building? ☒ Yes ☐ No
 2. Square footage of main building 2,188 Square footage of accessory unit 980
(Square footage of accessory unit / square footage of main building = Percentage of floor area)
 3. Does the accessory dwelling floor area exceed forty-five percent (45%) of the floor area of the main building? ☐ Yes ☒ No
 4. Does the accessory dwelling have no more than one kitchen, one bathroom, and a sleeping area? ☐ Yes ☒ No
 5. Does the accessory building/dwelling differentiate from the single-family dwelling? Does it have the appearance of a single-family dwelling separate from the main dwelling? ☐ Yes ☐ No
 6. Does the accessory dwelling have its own municipality-issued trash receptacle? ☐ Yes ☒ No
 7. Are you applying for the Accessory Dwelling Unit to have a Short-Term Rental Permit? ☐ Yes ☒ No
- *If Yes, please provide an internal layout/site diagram of the ADU and clearly mark the minimum 70 sq. ft. that you will designate as the sleeping area.

The following conditions must be maintained for an accessory dwelling unit on a property in the R-E, R-1, R-2, and CR zoning districts, contingent upon approval as a conditional use in accordance with Town Code Chapter 32, Article IV, Section 32-91:

1. Occupancy characteristics.
 - a. Length of stay – An Accessory Dwelling may either be rented as a short-term rental or long-term rental; by either paying a fee for such occupancy at his/her own expense or at the expense of another. Upon request from any building, zoning, finance, or public safety official acting on behalf of the Town of Cape Charles, the owner of the subject lot of record upon which the Accessory Dwelling Unit sits shall provide occupancy documentation and/or information as requested in writing. If an Accessory Dwelling Unit is going to be rented for less than thirty (30) days (Short-Term Rental), the Owner must comply with Town Code Chapter 32, Article IV, Section 32-104.
 - b. Annual Certifications to be submitted to the Town by March 15 of each year to the Building & Planning Depts.
 - i. An annual affidavit on Town Affidavit Form for Accessory Dwellings attesting to their acknowledgement and adherence to the Zoning Ordinance requirements for ADUs.
 - ii. An annual affidavit on Town Affidavit Form for Safety Compliance for ADUs.
 - iii. If the property owner changes between March 16 and December 31 of the calendar year, the new property owner will be required to submit new affidavits no later than 30 days from the property transfer.
2. Other requirements.
 - a. Accessory dwellings located in accessory buildings may have a separate water meter from the principal dwelling.
 - b. The lot on which an accessory dwelling is located shall have the required minimum lot area for the district in which it is located.
 - c. Ensuring adherence to Town Code Chapter 32, Article IV, Section 32-95 (b) (3) (a) (5) using both on and off-street parking areas. Parking shall be considered - Square footage of the main building 2188 and Square footage of accessory unit 980
 - d. Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic Overlay.

PART 2: PROPERTY INFORMATION

Property Address: 640 Washington AveTax Map #: 83A1-1-1

Zoning District:

☒ R-1 ☐ R-2 ☐ R-3 ☐ CR

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: proof of officers for a company who can sign. Owner Affidavit to Represent Required.

Name and/or Company: Michael MayApplicant Title: Owner

Mailing Address:

Phone Number:

PART 4: CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are made. I am providing authorization to the town authorities to enter my properties to confirm the accuracy of the information contained in this application. I have read and agree to the regulations as stated in Town Code Chapter 32, Article IV, Section 32-91 (j)

I am aware the use of an Accessory Dwelling Structure at 640 Washington Ave is an authorized use and by signing below I agree to remain in compliance with all applicable regulations.

I have read and agree to the regulations as stated in Zoning Ordinance Article IV Section 4.1 (J).

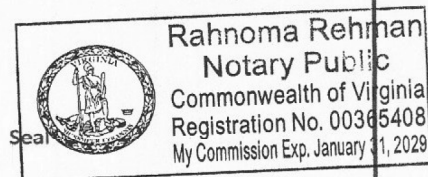
Signature of owner:

Date:

State of Virginia, County of Arlington the foregoing instrument was acknowledged

before me this 26 day of May, 2026, by Michael May (name of person acknowledged).

Signature of Notarial Officer:

Notary Registration number: 00365408My commission expires: January 31, 2029

Zoning Administrator's signature: _____ Date: _____

☐ APPROVED☐ DENIED - Reason



Owner Affidavit for Permission to Represent

Planning & Zoning Department
412 Tazewell Avenue
Cape Charles, VA 23310
757-331-3259 x31

planningtech@capecharles.org

Revised 11/	Section 5, Item C.
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: 640 Washington Ave

Tax Map #: 83A1-1-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Michael May

Mailing Address:

Phone Number:

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

COA Application - Garage 640 Washington Ave

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: Village Builders on the Bay, Inc. / Bill Daugherty

Mailing Address:

Phone Number:

☒ 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:

Date: 5/26/24

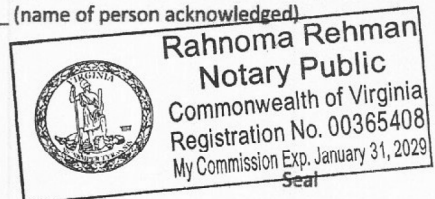
State of Virginia, County of Accomack
26 day of May, 2024 by Michael May

The foregoing instrument was acknowledged before me this
(name of person acknowledged)

Signature of Notarial Officer:

Notary Registration number: 00365408

My commission expires: January 31, 2029





Front Elevation 640 Washington Ave



Rear Elevation 640 Washington Ave



Garage Next Door to 640 Washington w/ Similar Elevation of Proposed Garage

GENERAL NOTES:

1. OWNER: MICHAEL C. MAY & KAREN L. MAY
2. SOURCE OF TITLE: INST. 260000645
3. TAX PARCEL: 83A1-1-1 & 83A1-1-2A
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN MAY 2026 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)

8. AREA: 5,920 SQ. FT. (0.136 AC.)

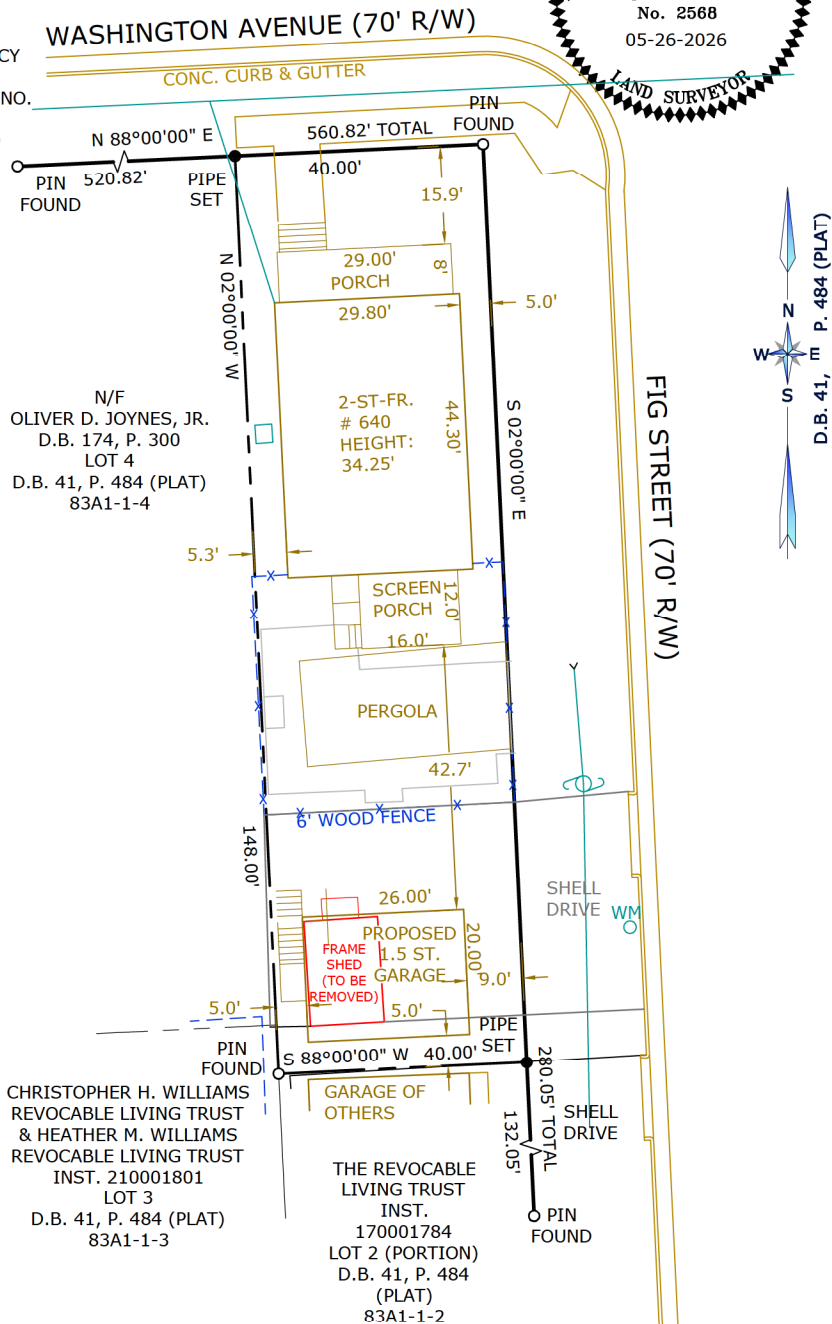
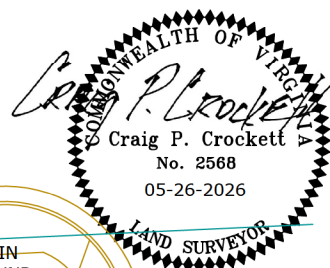
ZONING NOTES:

1. THIS PROPERTY IS ZONED SINGLE FAMILY RESIDENTIAL R1
2. MINIMUM BUILDING SETBACKS:
 - A. FRONT: 30'
 - B. SIDE: 5'
 - C. REAR: 25'
3. THE ENTIRETY OF NORTHAMPTON COUNTY IS RECOGNIZED AS EITHER A RESOURCE PROTECTION AREA OR RESOURCE MANAGEMENT AREA (RMA)

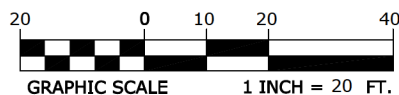
THIS PROPERTY IS NOT SUBJECT
TO THE CHESAPEAKE BAY
PRESERVATION ACT RESOURCE
PROTECTION AREA.

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.



SITE PLAN
LOT 1 & THE NORTHERN 8' OF LOT 2
MAP OF THE TOWN ON
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
MADE FOR
MICHAEL C. & KAREN L. MAY
SCALE: 1" = 20' MAY 26, 2026



POINT N NORTH

POINT NORTH SURVEYING LLC
P.O. Box 701, (757) 709-3008
Onley, VA. 23418 pointnorthsurveying@gmail.com

DRAWN BY: PARKER	FIELD BOOK: FILE COPY
BACK TRAV: PARKER	PROJ. NO: 26052



NAME KEY FILE: 20000000000000000000 640 WASHINGTON AVE CAPE CHARLES VA 23310 (407) 520-1440 (LBS) THAMPTON, VA 23060 (QPH) 131935 (VJT) NAME	DATE 5/15/2026	REMISION PREM	BY PSS
--	-------------------	------------------	-----------

FRONT ELEVATION

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPRO

ILA

SERIAL # / ORDER #

SCALE: 1/4" = 1'-0"

○#13193

	PAGE #
--	--------

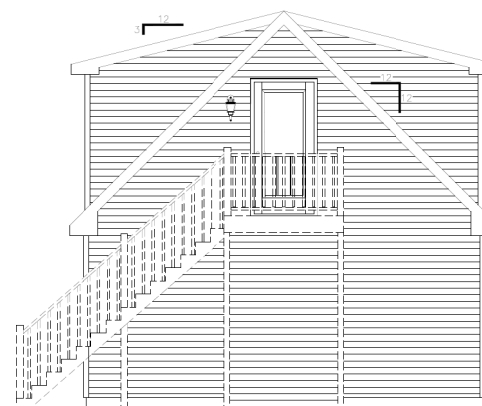
EV1



FRONT ELEVATION

ACCESS TO GRADE NOT PROVIDED BY ICON

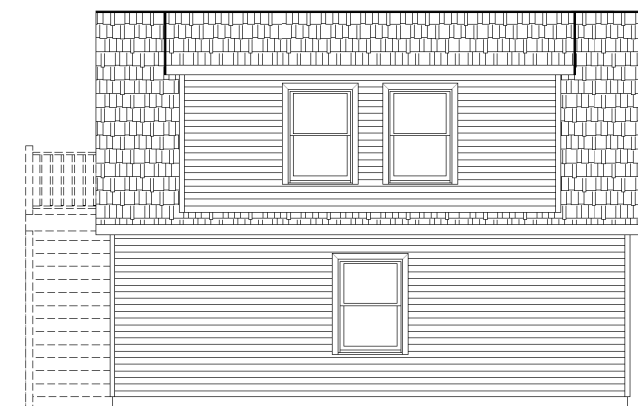
DECK AND STAIRS
NOT PROVIDED BY ICON



RIGHT ELEVATION

ACCESS TO GRADE NOT PROVIDED BY ICON

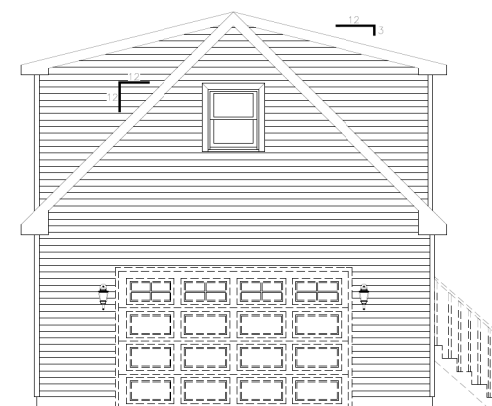
DECK AND STAIRS
NOT PROVIDED BY ICON



REAR ELEVATION

ACCESS TO GRADE NOT PROVIDED BY ICON

DECK AND STAIRS
NOT PROVIDED BY ICON



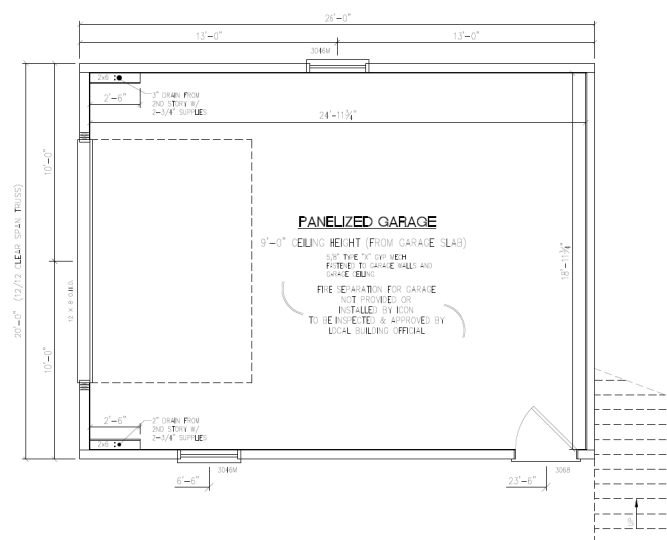
LEFT ELEVATION

ACCESS TO GRADE NOT PROVIDED BY ICON

DECK AND STAIRS
NOT PROVIDED BY ICON

- TEMPERATURE CONTROL VALVE TO BE INSTALLED TO ALL TUBS AND SHOWERS
- INDEPENDENT BUILDER IS RESPONSIBLE TO COMPLY WITH "GUARDS AND WINDOW FALL PROTECTION" 2015/2018/2021 IRC SECTION R312 OR 2024 IRC SECTION R321 (DONE ON-SITE IF APPLICABLE)
 - WHERE THE OPENING OF AN OPERABLE WINDOW IS LOCATED MORE THAN 72 INCHES ABOVE THE FINISHED GRATE OR SURFACE BELOW
 - WHERE THE LOWEST PART OF THE CLEAR OPENING OF THE WINDOW SHALL BE A MINIMUM OF 24 INCHES ABOVE THE FINISHED FLOOR OF THE ROOM IN WHICH THE WINDOW IS LOCATED
 - OPERABLE SECTIONS OF WINDOWS SHALL NOT PERMIT OPENINGS THAT ALLOW A PASSAGE OF A 4 INCH DIAMETER SPHERE WHERE SUCH OPENINGS ARE LOCATED WITHIN 24 INCHES OF THE FINISHED FLOOR

WINDOWS + DOORS REQUIRED TO MEET A DP +/- 34 RATING (ZONE 5 - EDGE)
WINDOWS + DOORS REQUIRED TO MEET A DP +/- 28 RATING (ZONE 4 - FIELD)



STATE/TIA APPROVAL STAMP

R.A. OR P.E. STAMP

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

[illegible]

1ST STORY FLOOR PLAN

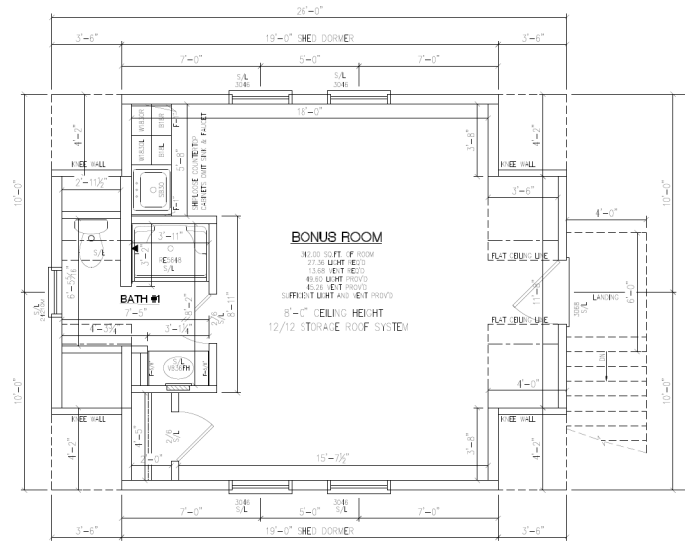
THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPROVA
ILA

SCALE: 1/4" = 1'-0"

○#13193

PAGE #

FP1



THE BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
1:1000 SCALE MAP

SCALE: 1/4" = 1'-0"

0#13193

1-1-E #

FP2

2ND STORY FLOOR PLAN

INDEPENDENT
VILLAGE BUILDERS ON THE BAY INC.
640 WASHINGTON AVE
CAPE CHARLES
NORTHAMPTON
VIRGINIA 23310
PHONE (840) 201-1319
FAX (840) 201-1319
E-MAIL NO
FILE NAME
0-13193

DATE 5/15/2026
REVISION PRELIM
BY PSS

ICON
LEGACY

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

STATE/PA APPROVAL STAMP
SEALED/PA STAMP

Michael May Detached Garage Specifications

640 Washington Avenue

Proposed 1 ½ Story Detached Garage (980 Total Square Feet)

520 SF 1st Floor Unfinished Space, 460 SF 2nd Floor Finished Space

2nd Floor with Bonus Room and Full Bathroom

Foundation:

2 Course 8-inch Allied Lightweight Concrete Block Foundation

Exterior Walls of Block Foundation Parged

12/12 Roof Pitch (Gable End Wall Facing Fig Street)

(2) 3/12 Pitch Shed Dormers (Facing North and South)

Roof Covering:

30 Year Lifetime Architectural Shingles (Certainteed Landmark) (*See Style Below) (Color Not for Reference)



Exterior Wall Covering:

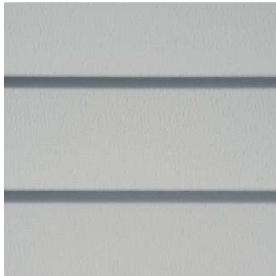
Certainteed Monogram Double 5" Clapboard Siding (.046 Thickness) (*See Picture)

(Color Not for Reference)

4" Outside Corners

Exterior Trim Triple 4" White Soffit w/ White 6" Fascia

Garage:



Windows:

Ply Gem Pro Series Double Hung Vinyl Windows (*See Picture Below)

3 ½" Integrated Flat Wide Trim (Top and Sides of Windows) w/ Thick Sill Nose

(One over One No SDL's)



Exterior Doors:

Therma Tru Fiberglass Exterior Front Door w/ Rot Free Jambs and Azek Brickmold

First Floor Door (Side Entry Door) – 3068 Two Panel Half Glass (No SDL)

Second Floor Entry Door – 3068 Full Glass Door (No SDL)

Garage Door- Raised Panel (White) w/ Glass Top Panel (One Single 12' Door)

(*See Picture for Reference Style)

Side Entry Door:

