



Historic District Review Board Meeting

April 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. Approval of Minutes
 - C. Approval of Minutes
 - D. Approval of Minutes
5. **Unfinished Business:**
New Business: Applications for Certificate of Appropriateness:
6. **RENOVATION, MINOR:**
 - A. 300 Strawberry Street
7. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - A. 619 Monroe Avenue
 - B. 509 Harbor Avenue
 - C. Tax Map #83A4-B-47 on Stone Road
8. **Other Business**
 - A. Report from Zoning Administrator
9. **Adjournment**



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
January 20, 2026
5:00 p.m.

At approximately 5:00 p.m., Vice-Chairwoman Elizabeth Wright, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Vice-Chairwoman Wright, members present were Joan Cooper and Ken Monarch. Kathy Glaser was not in attendance. Also in attendance were the Director of Planning and Zoning Administrator Katie Nunez, Planning and Zoning Administrative Assistant and Zoning Compliance Officer Jack Steinmayer, and Town Clerk Libby Hume. There were no members of the public in attendance.

Vice-Chairwoman Wright 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 comments received in writing prior to the meeting.

CONSENT AGENDA:

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

NEW BUSINESS:

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

- A. *645 Monroe Avenue – to remove the existing rear enclosed porch and construct a new rear addition on the single-family home.*
Ms. Nunez read the staff report.

Donna Wilkins, the applicant, was available to answer any questions.

The board members confirmed the following: (i) Member Monarch confirmed the size of the proposed rear porch. (ii) Vice-Chairwoman Wright thought the submitted drawings were not clear and confusing. (iii) Member Monarch asked if siding was going to be used on the additions. Ms. Wilkins answered yes.

Motion made by Member Cooper, seconded by Member Monarch, to approve the application for a Certificate of Appropriateness at 654 Monroe Avenue on an application filed by Michael Ryan and Donna Wilkins to replace the following: remove the existing rear enclosed porch and construct a 264.2 square feet rear addition and a 50.4 square feet rear porch on the single-family home; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types & Associated Architectural Styles: Folk Victorian, and Section 5.6 – New Additions to Contributing Buildings; as stated in the application dated 11/10/2025; 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: None; (ii) Other: 224 Monroe Avenue, 745 Randolph Avenue, 606 Washington 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.

Motion made by Member Monarch, seconded by Member Cooper, to adjourn the January 20, 2026 Historic District Review Board Regular Meeting at 5:10 p.m.

Vice-Chairwoman Elizabeth Wright

Director of Planning, Zoning Administrator, & Subdivision Agent

DRAFT

**Planning Commission and Historic District Review Board
Joint Work Session
Cape Charles Civic Center
March 3rd, 2025**

At 6:00 p.m., having established a quorum, Chairman Bill Stramm called to order the Planning Commission continuation of the February 17th, 2026, Joint Work Session. In addition to Chairman Stramm, Commissioners present were Bill Ashworth, Libby Wright, Ian McDonald, Jim Holloway, Clayton Newman, and Alan Clark.

At 6:00 p.m., having established a quorum, Chairwoman Kathy Glaser called to order the Historic District Review Board continuation of the February 17th, 2026, Joint Work Session. In addition to Chairwoman Glaser, members present were Joan Cooper, Ken Monarch, and Elizabeth Wright.

Staff present were the Director of Planning/Zoning Administrator Katie Nunez, Code Official Jeb Brady, Planning/Zoning Assistant, Preservation and Zoning Administrator Tracy Outten, Town Clerk Libby Hume, and Zoning Compliance Officer Jack Steinmayer.

There were 2 members of the public in attendance.

Consent Agenda

The consent agenda was approved by common consent.

Unfinished Business

A. Review of Draft New Appendix G to Design Guidelines

The main focus of this work session was the ongoing review of the draft of the new Appendix G to the Historic District Design Guidelines, starting at item number 26 of the revised document.

Before resuming the item-by-item discussion, staff addressed the term “replacement,” which had become a concern following the previous meeting. Staff observed that the term “replacement” is not defined in the Zoning Ordinance or the Guidelines document, and its presence in the draft caused ambiguity. Ms. Nunez then explained that “replacement” suggests a complete substitution of an entire feature or element, which is quite different from a repair.

The two boards discussed the distinction in detail, noting that a repair may involve replacing individual parts, while replacing the entire item is more like new construction.

The boards then reached a consensus that the terminology should be refined throughout the document. Where work involving replacing components without any change in design, dimensions, materials, or overall appearance should be classified as a repair. Replacements that do not alter those elements described above would be classified differently from replacements that involve a change in materials or design. The board agreed to apply this change in terminology across all remaining categories.

Staff also noted that the term “primary structure” would be removed from Appendix G and replaced with “main building,” in line with Town Code definitions, and that a corresponding amendment to Appendix A of the Zoning Ordinance would be forwarded to the Town Council.

Next, the staff proposed several new definitions for review, noting they would revisit them at the end of the meeting after completing a full review of the guidelines chart. Proposed additions included definitions for alteration, in-kind, repairs (major and minor), and a refinement to the existing repairs definition, replacing the word “equivalent” with “in-kind.” The boards were also told that several points in the document reference an “approved list of materials” that does not yet exist, and that further discussion would be needed to decide whether to develop such a list or remove the references.

Before starting the line-by-line discussion, Member Cooper addressed the provided definitions she thought would be helpful to include in Appendix A of the Zoning Ordinance. (see attachment A)

Item-by-Item Review of Appendix G (Items 27-46)

Roof Forms and Coverings (Item 27): The boards discussed how to distinguish routine repairs from more extensive roof work. Using a square footage threshold consistent with building permit requirements, the boards agreed on the following framework: (1) repairs less than 100 sq. ft. with no change in design, materials, dimensions, or overall appearance would be considered routine maintenance; (2) repairs exceeding 100 sq. ft. with no change in those elements would be classified as minor work, reviewed on a case-by-case basis; and (3) replacement involving a

change in materials would be considered major work, and any alteration to dimensions, design, or appearance would also be categorized as major work.

Satellite Dishes and/or Television Antennas (Item 28): The boards discussed whether satellite dishes and/or television antennas are historic features that should be included in Appendix G. It was noted that, although they are addressed in the Zoning Ordinance, they are not considered historically significant. The boards then agreed to remove this category from Appendix G and keep its regulation within the Zoning Ordinance. They also agreed that if the item remains, removal or replacement without change would be considered routine maintenance, while any new installation or change would qualify as minor work.

Screening (Item 29): Extended discussion clarified that “screening” refers to the shielding of modern utilitarian exterior features – such as outdoor showers, propane tanks, or mechanical equipment – from public view, often imposed as a condition of a Certificate of Appropriateness (COA). The boards concluded that screening is not a category of work and should be removed from Appendix G and added to Appendix A (Definitions). Staff then noted that if screening is a condition of a COA, any removal of that screening within replacement would constitute a violation of that COA.

Outdoor Showers (Item 30): Repair and replacement without changing dimensions, design, materials, or appearance is considered routine maintenance. Replacing with similar materials would be minor work. Alterations, removal, or new construction would be minor work on a case-by-case basis, with referral to the HDRB if the project scope warrants it. Staff confirmed that outdoor showers require plumbing permits.

Shutters (Item 31): The HDRB discussed the historic district’s shutter guidelines, which require shutters to be either operable or appear operable, appropriately sized for the window opening, and installed with proper depth and hinges. The board then agreed to remove “replacement” from routine maintenance for this category and retain only “repair.” Further clarification was provided that a replacement using in-kind materials that meet current guidelines would constitute minor work on a case-by-case basis. Alterations, removal, or new construction would be considered major work.

Siding (Item 32): A similar review structure was used for siding. Repairing less than 100 sq. ft. with no changes in design, materials, or overall appearance is considered

routine maintenance. Repairs over 100 sq. ft. with no changes in these elements are classified as minor work. Removal is categorized as major work. The boards then agree to remove the word “alterations” from the final category, keeping only “removal.”

Signs (Current #34, will change to 33): Routine maintenance of existing signage with no change in dimensions, design, materials, or general appearance is classified as routine maintenance and does not require HDRB review. Alterations, installations, or removals of signage must comply with the town's sign ordinance and are considered minor work. The Code Official does not need to issue building permits for signs.

Solar Panels (Current #35, will change to 34): Repair and replacement without altering dimensions, design, materials, or overall appearance would be considered routine maintenance. Any repair or replacement involving modifications to these elements or a change in placement on the structure or lot would be deemed minor work, evaluated on a case-by-case basis, since relocating could impact visibility from the public right-of-way. New installations not visible from the public right-of-way would be classified as minor; those visible would be classified as major. The board discussed including "placement on lot/structure" in the language of category B to better address location changes.

Stairs and Steps – (Exterior) Street View (Current #36, will change to 35): Repairs that do not alter dimensions, design, materials, or appearance are considered routine maintenance. Minor work applies if there are slight changes to those elements. Major work involves new construction, alteration, addition, or removal. For stairs and steps not visible from the street, the same general rules apply, with new construction classified as minor work due to its limited visibility.

Surfaces – (Exterior) Not Specifically Listed (Current #37, will change to 36): This entire category was eliminated. Members of both the Planning Commission and HDRB noted that any surface type not already covered elsewhere in Appendix G could be addressed under existing relevant categories.

Structure, Demolition of Contributing in whole or part (Current #39, will change to 37): Demolition of a contributing structure in whole or in part was classified as major work requiring HDRB review. Demolition of a non-contributing structure in whole or in part was classified as minor work requiring Zoning Administrator review, but not HDRB approval.

Structure – Emergency Stabilization (Current #40, will change to 38): After discussion, it was decided that emergency stabilization work on a historic property that does not alter the historic character does not require HDRB review but will need Zoning Administrator approval and Building Official review. Staff then noted this would follow the same format as item 17 (fuel tanks), with a notation spanning all columns to avoid confusion.

Swimming Pools, Spas, Saunas, Plunge Pools, and Hot Tubs, etc. (Current #42, will change to 39): Staff expanded this category to include spas, saunas, plunge pools, and hot tubs in addition to swimming pools. Repairs to existing features would be routine maintenance. Additions, alterations, or new construction do not require HDRB review but do require Zoning Administrator approval and Building Official review. The boards then discussed fencing requirements and agreed to reference the applicable Zoning Ordinance section (4.7) rather than restate the fencing standards.

Temporary Features – Emergency Stabilization and Family Healthcare Structures (Current #42-43, will change to 40-41): Emergency temporary installations to protect a historic property do not require HDRB review but do require Zoning and Building review. Temporary family healthcare structures, authorized under Virginia Code Section 15.2-2292.1, similarly do not require HDRB review but are subject to both Zoning and Building review. Staff noted that the word “temporary” may need to be revisited for the ADA ramp category, as such features persist for the duration of a medical need and are not temporary in the traditional sense.

Walkways (Current #44, will change to 42): Repairs that do not affect dimensions, design, materials, or overall appearance are considered routine maintenance. Replacing materials with minor changes is classified as minor work. New construction, alterations, additions, or removals are also minor work on a case-by-case basis, depending on their visibility. The boards agree to add ramps—particularly ADA-compliant ramps—as a separate line item within this section, noting that such installations are governed by the ADA and fair housing provisions in the Zoning Ordinance and do not require HDRB review.

Walls (such as garden or retaining walls) (Current #46 will change to 43): Repairing and replacing existing walls without changing their size, design, or appearance, using approved materials from the guidelines, is considered routine

maintenance. New construction, modifications, or changes in placement would be classified as minor work.

Windows (including casings and sills) (Current #47, will change to 44): Caulking and weatherstripping with no change in dimensions, design, materials, or overall appearance are considered routine maintenance. The board discussed the difference between repair and replacement within the context of existing window guidelines, which — similar to shutters — may require new windows to meet current standards rather than match non-compliant existing windows. The board agreed to remove "replacement" from the routine maintenance category and keep only "repair." Replacing windows with in-kind materials that meet the guidelines would be minor work done on a case-by-case basis. Installing new windows, changing window style or opening size, or removing windows would be considered major work. The Code Official confirmed that window replacement that does not involve changing the opening size does not require a building permit.

Window Storm (Current #48, will change to 45): Repair and replacement without altering dimensions, design, materials, or appearance would be considered routine maintenance. Replacing with different materials or appearance would be classified as minor work. Installing, altering, or removing storm windows would also be minor work.

Following the completion of the chart review, the board approved the proposed amendments to the Zoning Ordinance and Appendix G: (1) adding the definition of "alteration," sourced from The Complete Illustrated Book of Development Definitions, Fourth Edition; (2) including the definition of "in-kind" in the Zoning Ordinance to replace the word "equivalent"; (3) amending the definition of "repairs"; and (4) creating new definitions for "major repair" and "minor repair." The term "primary structure" would be removed from Appendix G and replaced throughout with "main building," as defined by the Town Code. Commissioner Newman suggested replacing the "X" notation in the chart columns with a checkmark or bullet, noting that "X" can carry a negative connotation inconsistent with the document's intent.

Finally, staff noted that due to the significant revisions made during this and the previous work session, they would need additional time to thoroughly review the revised Appendix G against the entire existing historic district design guidelines to

identify any remaining alignment issues. As a result, the staff indicated that the Zoning Text Amendment would likely not be ready for the March Town Council meeting and would instead be submitted for the April Council meeting. Staff also mentioned that they might need to return to the Planning Commission in April if further changes to the guidelines are identified.

Motion made by Chairman Stramm, seconded by Commissioner Ashworth, to adjourn the March 3rd, 2026, Planning Commission Joint Work Session with the Historic District Review Board at 7:35 p.m. The motion was approved by unanimous consent.

Motion made by Chairwoman Glaser, seconded by Member Cooper, to adjourn the March 3rd, 2026 Historic District Review Board with the Planning Commission at 7:35 p.m. The motion was approved by unanimous consent.

Chairman Stramm

Chairwoman Glaser

Zoning Compliance Officer

Tracy Outten

From: Joan Cooper - HDRB
Sent: Tuesday, February 24, 2026 3:16 PM
To: Katie Nunez; Tracy Outten
Subject: Definitions research from town code.

Follow Up Flag: Follow up
Flag Status: Completed

From Sec 32-298 Definitions appendix A

Building, main means the principal structure or the principal build on a lot or the building or the principal building housing the principle use on a lot.

The Virginia state code adds: the main building is designated the primary structure and other structures on the property are secondary, for example: on a residential property, the primary structure is usually the home while a secondary structure could include a garage, shed, or in-ground pool.

Recommend we add clarifying language to the definitions page to include principal or primary building or remove principal structure from new Appendix G, and replace it with main building as defined by Town Code

Sent from my iPad

APPENDIX G – CLASSIFICATION OF WORK – GENERAL GUIDELINES

The following chart is provided as a reference for Routine Maintenance, Minor Work, and Major Work, as defined in the Cape Charles Zoning Ordinance, Article VIII. This chart does not exempt the homeowner from obtaining the required building permits. It is the homeowner's responsibility to confirm and obtain all necessary Zoning and Building permits.

Please call the Planning & Zoning Department with any questions.

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
1)	Painting or repainting of a non-masonry structure does not require approval.					
2)	Accessory Structures* or Buildings					
	a) Repair when there is no change in design, dimensions, materials, or general appearance.	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Additions or Alterations to existing, or New Construction that <u>cannot be seen</u> from the public right-of-way		✓		✓	✓
	d) Additions or Alterations to existing, or New Construction that <u>can be seen</u> from the public right-of-way			✓	✓	✓
3)	Architectural Style is a set of characteristics and features that make a building or other structure notable or historically identifiable.					
	a) Repair when there is no change in design, dimension, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Addition / Alteration / Removal of existing or New			✓	✓	✓
4)	Awnings and Canopies					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Addition / Removal of existing or Installation of New			✓	✓	✓
5)	Buildings, Relocation			✓	✓	✓
6)	Carpports					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Addition / Alteration / Removal / Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
	c) New Construction that <u>cannot be seen</u> from the public right-of-way		✓		✓	✓
	d) New Construction that <u>can be seen</u> from the public right-of-way			✓	✓	✓
7)	Certificate of Appropriateness (CoA)					
	a) Modification to previously approved CoA (could require HDRB approval)		✓		Case-by-Case basis	
	b) Renewal of Expiring		✓			
8)	Chimneys					
	a) Reflash or Repair to the cap, caulk, or stucco when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement of the cap, caulk, flashing, or stucco where there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) Alteration / New Construction / Removal			✓	✓	✓
9)	Decks					
	a) Repair when there is no change in dimensions, design, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Addition / Alteration / New Construction / Removal			✓	✓	✓
10)	Doors (Exterior)					
	a) Replacement when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓			✓
	c) Addition/Alterations/Removal when there is a change in style or opening size			✓	✓	✓
	d) New Installation or New opening (example: changing a window to a door)			✓	✓	✓
11)	Doors (Storm), Installation (Front of House only)					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) New Installation		✓		✓	
12)	Driveways					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
	b) Addition / Alteration / Removal of existing or New Construction			✓	✓	
13)	Features not specifically listed – some examples are arches, corbels, historic signage, vestibules, etc.					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓			✓	✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Addition / Alteration / Removal of existing or New Construction				✓	✓
14)	Fences					
	a) Repair with approved materials from guidelines and Zoning Approval in compliance with the Town Code	✓				
	b) Alteration of Placement / Replacement / New Construction		✓		✓	
15)	Foundations					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Addition / Alteration of existing			✓	✓	✓
16)	Foundation Vents and Ventilators					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Alteration / Installation / Removal		✓		✓	
17)	Fuel Tanks Addition / Removal – Screening is required to limit visibility if placed in view of the public right-of-way	Not historic, but requires zoning administrator building code approval				
18)	Gutters and Downspouts					
	a) Repair when there is no change in design, materials, or general appearance	✓				
	b) Addition / Change in Material / Installation / Removal		✓			
19)	Handrails/Porch Rails/Stair Rails					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) Alteration / Removal of existing or New Construction			✓	✓	✓
20)	Lighting Fixtures (Exterior)					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
	b) Alteration / Installation / Removal		✓			
21)	Main Building					
	a) Additions of Commercial or Residential that <u>cannot be seen</u> from the public right-of-way		✓		✓	✓
	b) Additions of Commercial or Residential that <u>can be seen</u> from the public right-of-way			✓	✓	✓
	c) New Construction of Commercial or Residential			✓	✓	✓
22)	Masonry					
	a) Repainting only when there is no change to the existing color or composition. Painting of unpainted masonry is not allowed.	✓				
	b) Repair when the color and composition of the mortar match the original, and the new brick or stone matches the original	✓				✓
	c) Repointing	✓				✓
	d) Installation of utility penetrations, hose bibs, or vents	✓				
	e) Alteration / Removal of existing or New Construction			✓	✓	✓
23)	Outdoor Features like kitchens, firepits, built-in BBQs – Screening is required to limit visibility if placed in view of the public right-of-way *saunas, hot tubs, plunge or spa pools will be treated as swimming pools		✓			✓
24)	Painting or repainting of a <u>non-masonry structure</u> does not require approval.	✓				
25)	Patios – under 16” above grade					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) Addition / Alteration / Removal of existing		✓		✓	
	d) New Construction		✓		✓	
26)	Porches					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Addition / Alteration / Removal of existing or New Construction			✓	✓	✓
27)	Roof Forms & Covering					
	a) Alteration / Replacement when there is a change in design, dimensions, materials, or general		✓		✓	✓

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
	appearance. A building permit is required if altering or replacing more than 100 sq. ft. of the roof.					
	b) Repair when there is no change in design, dimensions, materials, or general appearance (excluding color). A building permit is required if repairing more than 100 sq. ft. of the roof.	✓				✓
	c) Replacement when there is no change in design, dimensions, materials, or general appearance (excluding color)		✓		✓	✓
	d) Replacement when there is no change in design, dimensions, or general appearance (excluding color), but a change in materials, using in-kind			✓	✓	✓
28)	Satellite Dishes and/or Television Antennas					
	a) Removal when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design or materials, but a change in general appearance		✓		✓	
	c) New Installation		✓		✓	
29)	Showers (Outdoor)					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) Alterations / Removal / New Construction		✓		✓	✓
30)	Shutters					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind, and conform to the Guidelines Section 5.5.1 Windows – Shutters		✓		✓	
	c) Alterations / Removal / New Construction			✓	✓	
31)	Siding					
	a) Repair when there is no change in design, dimensions, materials, or general appearance. A building permit is required if altering or replacing more than 100 sq. ft. of the roof.	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind. A building permit is		✓			✓

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
	required if altering or replacing more than 100 sq. ft. of the roof.					
	c) Removal			✓	✓	✓
32)	Signs					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Alteration / Installation / Removal (must comply with Town Code Chapter 32 (Zoning), Article V (Signs) (Excludes historic markers and signs excluded by the Town Code)		✓		✓	
33)	Solar Panels					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Replacement when there is a change in design, dimensions, materials, general appearance, or placement on the lot or structure		✓		✓	✓
	c) Installation of new that <u>cannot be seen</u> from the public right-of-way		✓		✓	✓
	d) Installation of new that <u>can be seen</u> from the public right-of-way			✓	✓	✓
34)	Stairs and Steps (Exterior – Street View)					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓			✓	✓
	b) Replacement when there is a change in design, dimensions, materials, or general appearance		✓		✓	✓
	c) Addition / Alteration / Removal of existing or New Construction			✓	✓	✓
35)	Stairs and Steps (Exterior – Non-Street View)					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is a change in design, dimensions, materials, or general appearance		✓		✓	
	c) Addition / Alteration / Removal of existing or New Construction			✓	✓	
36)	Structure, Demolition of Contributing in whole or part			✓	✓	✓
37)	Structure, Demolition of Non-Contributing in whole or part		✓		✓	✓
38)	Structure, Emergency Stabilization , to protect a historic property that does not alter the resource.	Exempted from Historic Review, but requires zoning administrator building code approval				
39)	Swimming Pools, Spa Pools, Saunas, Plunge Pools, Hot Tubs, etc. per Town Code Chapter 32, Article IV, Sec. 32-97	Not historic, but requires zoning administrator building code approval				
	a) Repairs to existing					
	b) Addition / Alteration / New Construction. A fence is required to be placed around the perimeter of the pool in compliance with the Virginia Building Code					

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
	and per Town Code Chapter 32, Article IV, Sec. 32-97 (e).					
	c) Removal					
40)	Temporary Family Health Care Structures for use by caregivers assisting mentally or physically impaired residents per VA Code Sec. 15.2-2292.1 and Town Code Chapter 32, Sec. 32-91 (e) (11).					Exempted from Historic Review, but requires zoning administrator building code approval
41)	Temporary Features, Accommodations relative to the Americans with Disabilities Act (ADA) and the Fair Housing Act per Town Code Chapter 32, Sec. 32-91 (i).					Exempted from Historic Review, but requires zoning administrator building code approval
42)	Walkways					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, but a change in materials or general appearance		✓		✓	
	c) Addition / Alteration / Removal of existing or New Construction		✓		✓	
44)	Walls (for example: garden or retaining walls)					
	a) Repair when there is no change in design, dimensions, or general appearance with approved materials from guidelines.	✓				
	b) Alteration of Placement / Replacement / New Construction		✓		✓	
45)	Windows (includes casings and sills)					
	a) Caulking and weatherstripping when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	c) Replacement when there is no change in design, but a change in materials or general appearance		✓		✓	
	d) Alteration of Style or Opening Size / Removal of Existing / Installation of New			✓	✓	✓
46)	Windows (Storm)					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, but a change in materials or general appearance		✓		✓	
	c) Alteration or Removal of existing / New Installation		✓		✓	



HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
March 17, 2026
5:00 p.m.**

At approximately 5:00 p.m., Vice-Chairwoman Elizabeth Wright, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Vice-Chairwoman Wright, members present were Joan Cooper and Ken Monarch. Kathy Glaser was not in attendance. Also in attendance were the Director of Planning and Zoning Administrator Katie Nunez, Planning/Zoning Assistant, and Preservation and Zoning Administrator Tracy Outten, and Town Clerk Libby Hume. There were no members of the public in attendance.

Vice-Chairwoman Wright 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 comments received in writing 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.

NEW BUSINESS:

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

- A. 519 Mason Avenue – to renovate and construct a covered deck on the accessory structure.

Ms. Outten read the staff report.

Kimberly Allen Szogas, the applicant, was available to answer any questions.

The board members did not have any questions.

Motion made by Member Cooper, seconded by Member Monarch, to approve the application for a Certificate of Appropriateness at 519 Mason Avenue on an application filed by Kimberly Allen Szogas on behalf of Norman and Margaret Allen to do as follows: (1) renovate the existing accessory structure as follows: (i) Front: (a) Remove the existing garage door and replace it with a paneled door and siding where needed, (b) construct a 160 square feet covered deck; (ii) East Side: (a) Add a new door opening for the existing door to be relocated, (b) install a 66 square feet concrete side landing, (c) add new window opening to install existing west side window relocation; and (iii) West Side: (a) Relocate one of the existing 36” double hung windows to the east side, (b) add one new 1/1 transom window; and (iv) Install siding on all areas as needed on the accessory structure; (2) install a privacy fence; (3) replace the existing side and rear walkway with permeable material; and (4) remove an existing 36 square feet accessory structure; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types & Associated Architectural Styles: Folk Victorian, Section 5.6 – New Additions to Contributing Buildings, Section 9.1 – Hardscaping (Driveway, Walkways, & Other Paving), Section 9.2 – Fences & Freestanding Walls, and Section 9.3 – Decks, Ramps, & Patios; as stated in the application dated 3/17/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

- B. *115 Randolph Avenue – to construct a rear addition, rear walkway, and rear parking area.*
Ms. Outten summarized the staff report.

Sean Tarter, the applicant, was available by phone to answer questions.

Member Cooper confirmed that the front roof line was not being modified.

Motion made by Member Monarch, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 115 Randolph Avenue on an application filed by Madison Sean Tarter to (1) remove the existing rear deck and construct the following: (i) a 512.9 square feet two-and-a-half-story addition, (ii) a 106.4 square feet deck, and to install gutters on the single-family home; and (2) install: (i) a 100 square feet rear concrete walkway, (ii) a 540 square feet permeable stone-gravel rear parking area, and (iii) a wooden fence; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types & Associated Architectural Styles: Folk Victorian, Section 5.2.1 – Roof Features: Gutters and Downspouts, Section 5.6 – New Additions to Contributing Buildings, Section 9.1 – Hardscaping (Driveway, Walkways, & Other Paving), Section 9.2 – Fences & Freestanding Walls, Section 9.3 – Decks, Ramps, & Patios, and Section 9.4 – Appurtenances; as stated in the application dated 2/3/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

- C. *Tax Map #83A1-2-11-9 on Bay Avenue – to construct a new single-family home, rear outdoor shower, and two driveways.*
Ms. Outten presented the staff report.

Zach Smith, the owner’s representative, was available to answer questions.

The board members' discussion was as follows: (i) Member Monarch did not think the proposed winged front steps were compatible with the neighborhood. (ii) Mr. Smith confirmed that all railings would be the same material.

Motion made by Member Cooper, seconded by Member Monarch, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-2-11-9 on Bay Avenue on an application filed by Shoreline Homes Inc. on behalf of Francis and Deborah Palya to construct a new 1,407 square feet two-and-a-half-story single-family home, a 24 square feet rear outdoor shower, and to install sidewalks and two driveways; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 5.13 – New Construction of Primary Buildings, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), Section 9.4 – Appurtenances, and Section 9.5 - Landscaping; as stated in the application dated 1/29/2026; 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: 11 Peach Street, 2140 Stone Road; (ii) Other: 509 Harbor Avenue, 534 Jefferson Avenue, 603 Jefferson Avenue, 615 Strawberry 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.

Ms. Nunez informed the board of an upcoming Commercial-3 District application.

- B. *2025 Annual Report*

Ms. Nunez summarized the annual report, thanked the board members, and said the HDRB was the hardest-working board she staffed.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Member Cooper, seconded by Member Monarch, to adjourn the March 17, 2026 Historic District Review Board Regular Meeting at 5:28 p.m.

Vice-Chairwoman Elizabeth Wright

Planning/Zoning Assistant Preservation & Zoning Administrator

DRAFT



Historic District Review Board Staff Report

Agenda Title: 300 Strawberry Street

Agenda Date: April 21, 2026

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

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

Date: March 25, 2026

Applicant: Ariana & Angela Henao	Type Of Application: Pre-Application/Certificate of Appropriateness
Site Address: 300 Strawberry Street	Work to be Performed: to install vinyl soffit on the eaves and aluminum metal over the wood trim; and to install vinyl siding on the accessory structure
Tax Map: 83A3-1-294	Current Zoning: R-1
Lot Size: 5,600 sq. ft.	Historic Register: CONTRIBUTING <i>Description: Ca. 1950, Colonial Revival</i> <i>Accessory Structure: NA</i>

Date Application Received: February 19, 2026

Pre-Application Meeting: April 21, 2026

Date Application Deemed Complete: March 3, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): June 1, 2026

Overview:

The applicant is seeking to install white vinyl soffit on the underside of the roof eaves and white aluminum metal over the existing wood roof trim on the single-family home. Also, included in this application is to replace the existing wood siding with white vinyl siding on 166.4 sq. ft. accessory structure.

Aerial Map:



Materials:

Roof: Eaves: Vinyl Soffit; Trim: Aluminum Metal

Accessory Structure Siding: Double 5" Dutch Lap Vinyl, Thickness:.04"

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project seeks to install vinyl soffit on the underside of the roof eaves and aluminum over the existing wood roof trim on the single-family dwelling. Also proposed is replacing the existing wood siding on the accessory structure with vinyl siding. 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 3-16 – Colonial Revival)

Section 5.2.1: Roof Features

Section 5.4.1: Wood Siding & Trim

Section 6.1: Noncontributing Accessory Structures Associated with Contributing Primary Buildings (Pages 6-4 and 6-5)

Section 7.1: Alternative Materials

Section 7.4: Noncontributing Considerations

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.

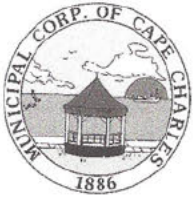
Staff is prepared to assist in developing a motion, if needed.

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 6, Item A.

Revised 02/2026	
Taxes	Paid
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

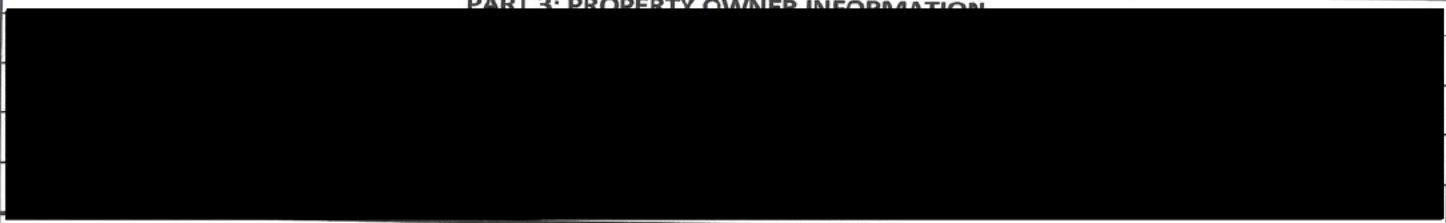
Property Address: **300 Strawberry Street Cape Charles, VA 23310**

Tax Map #: **83A3-1294**

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

Zoning District: **R-1**

PART 3: PROPERTY OWNER INFORMATION



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):
 Install white siding on the walls of the shed located in the back yard.
 Install vinyl soffit under the house eaves and white aluminum metal covering over the white wood trim.

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

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

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

Location (Pictures of existing condition):

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

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

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

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

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

Indicate the reason for change:

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

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

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

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

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

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

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

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

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

FLOORBOARDS: Number of boards to be: _____ Repaired _____ Replaced _____ Altered

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

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

CONTINUE COMPLETING THIS SECTION ON PAGE 4

BALUSTRADE

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

SCREENING

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

SKIRTING

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

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

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

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

Location (Attach pictures; Survey may be requested):

Number of **Steps** to be: ___ Repaired ___ Replaced ___ Altered

Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Rise: Run: Tread Width:	Dimensions: Rise: Run: Tread Width:

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

Stoop to be: ___ Repaired ___ Replaced ___ Altered

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

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

Number of **Railings** to be: ___ Repaired ___ Replaced ___ Altered

Location (Attach pictures; Survey may be requested):

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

Existing Style / Design: Proposed Style / Design:

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

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

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

Location (Attach diagram & pictures): **Existing wood painted shed located in the back yard**

Existing Siding	Proposed Siding
Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	
Existing Material:	Proposed Material:
Dimensions: Thickness: Width:	Dimensions: Thickness: Width:
Indicate the reason for change, e.g., underlying material condition, rot: Current shed is painted. Want to preserve shed by adding white siding to the current painted wood.	

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): **White wood trim around the house**

Existing Trim	Proposed Trim
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Existing Material:	Proposed Material:
Dimensions: Width: Height: Depth:	Dimensions: Width: Height: Depth:
Style / Design:	Style / Design:
Reason for repair or alteration (change of material or design): Current wood trim is painted white. Want to cover with white aluminum metal to protect the wood.	

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

Type of work: New foundation Substantial Reconstruction Minor Repair Repointing

Location (Attach diagram & pictures):

Existing Masonry	Proposed Masonry
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Existing Material:	Proposed Materials:
Existing mortar: Joints:	Mortar to be used: Mortar joints:
Other / Additional Notes: (Unpainted masonry cannot be painted.)	

Existing Chimney	Proposed Chimney
Show location and document conditions with photographs	<input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap
Indicate the reason for change and materials:	

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

Location (Attach Site Plan/Survey & pictures):

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

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

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

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

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

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

Location (Attach Site Plan/Survey & pictures):

Deck: Length: _____ Width: _____ Materials: _____

Patio: Length: _____ Width: _____ Materials: _____

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

Location (Attach Site Plan/Survey & pictures):

New Repair Replacing Other:

Outdoor Shower: Enclosed Length: _____ Width: _____

Material: _____ Foot Pad Material: _____

Other, describe: _____

Dimensions: _____ Material _____

Other: _____

Dimensions: _____ Material _____

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town 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: Aldiana Henao

Date: 19 FEB 2026

Zoning Administrator's signature: _____

Date: _____

Town Code Chapter 32, Article VIII, Section: _____







300 Strawberry Street





Historic District Review Board Staff Report

Agenda Title: 619 Monroe Avenue

Agenda Date: April 21, 2026

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

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

Date: April 3, 2026

Applicant: QS LLC, representing the owner, Jocelyn Blanchard

Type Of Application: Pre-Application/Certificate of Appropriateness

Site Address: 619 Monroe Avenue

Work to be Performed: to replace the existing concrete steps

Tax Map: 83A3-1-242

Current Zoning: R-1

Lot Size: NA

Historic Register: NON-CONTRIBUTING

Description: Ca. 1920, Craftsman

Accessory Structure: Garage

Accessory Structure: Shed

Date Application Received: February 25, 2026

Pre-Application Meeting: April 21, 2026

Date Application Deemed Complete: March 3, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): June 1, 2026

Overview:

The applicant is seeking to replace the existing 8” x 11” x 6’ concrete steps with new 8” x 11” x 6’ Timbertech Azek tongue-and-groove steps on the single-family home.

Aerial Map:



Materials:

Roof: GAF Architectural Shingle
Front Porch: Ceiling: Vinyl Beadboard; Decking: Timbertech Tongue & Groove; Columns: 8' x 8" Square Fibercast; Baluster – Square Composite, Front: 8' sections, Sides: 6' sections; 36" H; Railings: AZEK Premier; Posts: 4 x 4 between rail sections; Post Caps: 4" x 4" Steps: 7" x 12" x 4' AZEK Tongue & Groove; Skirting: 1 x 6 AZEK Slat Lattice

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project seeks to replace the existing concrete front steps with Timbertech Azek 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 3-18 – Craftsman)*
- Section 5.10: Exterior Trim & Details*
- Section 7.1: Alternative Materials*
- Section 7.4: Non-Contributing Considerations*

Staff Recommendation:

Staff is requesting that the HDRB review the application materials submitted by the applicant and determine whether the proposed replacement and materials for the front steps on the single-family dwelling 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: Total Lot Coverage Sheet

Attachment 2: 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

Revised 11/2025	
Taxes	Paid
Violations	NA
Fee	\$150 PD
Decision	

Budget Code: HISTF 100-3100-1100

Budget Code VIOLATIONS: PERMZ 100-3100-1370

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature: _____

Date: _____

PART 2: PROPERTY INFORMATION

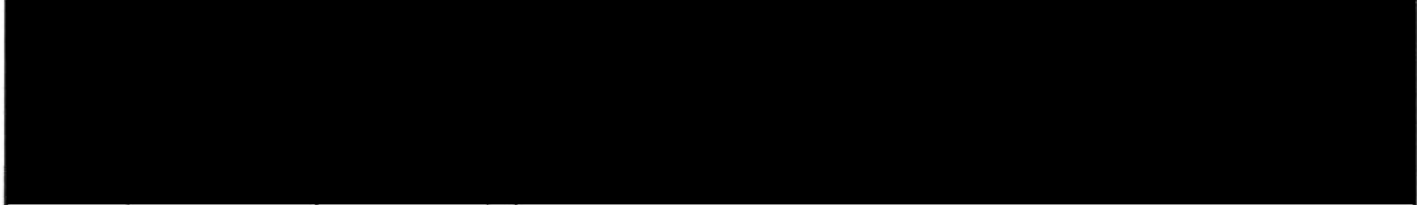
Property Address: 619 Monroe Ave.

Tax Map #: 83A3-1-242

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

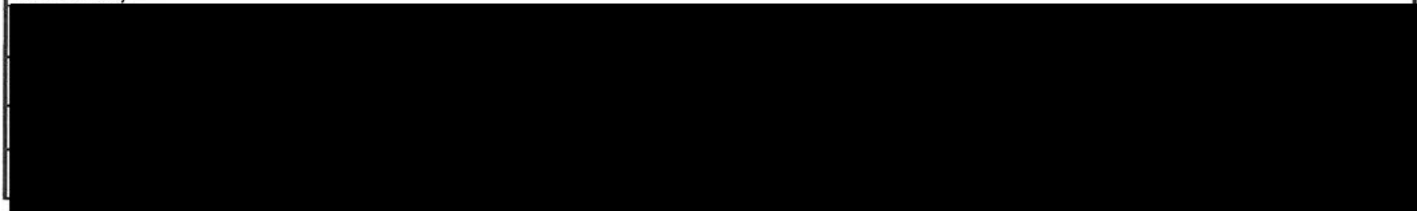
Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION



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.)



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

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

Replace the front steps from concrete to Timbertech Azek T&G

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

Stories: _____ Building height: _____ Footprint: _____ Gross square footage: _____

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

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

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

Location (Pictures of existing condition):

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

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

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

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

Existing Door	Proposed Door
Door 1: Complete a separate Section C for each door being modified. Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: ___ 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. Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: ___ Added ___ Removed ___ Repaired ___ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Existing Material:	Proposed Material:
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material:	Proposed Material:
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material:	Proposed Material:
Shutters: Original: 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: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____
CEILING	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
COLUMNS	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Design:	Proposed Material & Design:
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: _____ Width: _____ Diameter: _____

CONTINUE COMPLETING THIS SECTION ON PAGE 4

BALUSTRADE	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
Existing Style / Design:	Proposed Style / Design:
SCREENING	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material:
SKIRTING	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material:	Proposed Material:
If replacing any item above, indicate the reason for replacement:	
If altering any item above, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach pictures; Survey may be requested):	
Number of Steps to be: Repaired Replaced Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: <i>Concrete</i>	Proposed Material: <i>Timbertech azek tongue+groove</i>
Dimensions: Rise: <i>8"</i> Run: <i>11"</i> Tread Width: <i>6'</i>	Dimensions: Rise: <i>8"</i> Run: <i>11"</i> Tread Width: <i>6'</i>
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
<i>Damaged and crumbling</i>	
Stoop to be: Repaired Replaced Altered	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Size:	Proposed Material & Size:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: Repaired Replaced Altered	
Location (Attach pictures; Survey may be requested):	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material:	Proposed Material:
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
Existing Style / Design:	Proposed Style / Design:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

G. SIDING <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Full Re-Siding (same material) <input type="checkbox"/> Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure			
Existing Material:		Proposed Material:	
Dimensions: Thickness:	Width:	Dimensions: Thickness:	Width:
Indicate the reason for change, e.g., underlying material condition, rot:			
H. TRIM WORK <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Alteration			
Location (Attach diagram & pictures):			
Existing Trim		Proposed Trim	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure			
Existing Material:		Proposed Material:	
Dimensions: Width:	Height:	Depth:	Dimensions: Width: Height: Depth:
Style / Design:		Style / Design:	
Reason for repair or alteration (change of material or design):			
I. MASONRY <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: <input type="checkbox"/> New foundation <input type="checkbox"/> Substantial Reconstruction <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: (Unpainted masonry cannot be painted.)			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		<input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap	
Indicate the reason for change and materials:			
J. HARDSCAPING <input type="checkbox"/> Not applicable SEE SECTION 9.1 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Location (Attach Site Plan/Survey & pictures):			
<input type="checkbox"/> Driveway:	Length:	Width:	Materials:
<input checked="" type="checkbox"/> Walkway:	Length: 30'	Width: 4'	Materials: concrete
<input type="checkbox"/> Other Paving:	Length:	Width:	Materials:

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

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

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

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

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

Location (Attach Site Plan/Survey & pictures):

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

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

Location (Attach Site Plan/Survey & pictures):

New Repair Replacing Other:

Outdoor Shower: Enclosed Length: _____ Width: _____

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

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

Applicant's signature: Heather Behrens Date: 2/24/26

Zoning Administrator's signature: _____ Date: _____

Zoning Ordinance Article VIII Section: 32.226 (c) (3) (c)



Owner Affidavit for Permission to Represent

Planning & Zoning Department
2 Plum Street; Cape Charles, VA 23310
757-331-3259 x24

planningtech@capecharles.org

Revised 03/2023	
Taxes	Section 7, Item A.
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: 619 Monroe Ave. Tax Map #:

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: The Great Escape LLC

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

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: QS LLC

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

Name and/or Company:

Mailing Address:

Phone Number: Email:

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

Signature of owner: [Signature] Date: 2-25-26

State of VA County of Chesapeake The foregoing instrument was acknowledged before me this 25 day of Feb, 2026 by ROSEANN FITCH (name of person acknowledged)

Signature of Notarial Officer: [Signature]

Notary Registration number: 7647765

My commission expires: 01-30-27

ROSEANN FITCH
NOTARY PUBLIC Seal
REG. #7647765
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES SEPTEMBER 30, 2027

Get a better sense of color, style, and material. **ORDER FREE SAMPLES**

Section 7, Item A.



Proposed material for steps



Home > Porch Collection

TIMBERTECH ADVANCED PVC Porch Collection



This site uses cookies to ensure you get the best experi

[LEARN MORE](#)

[GOT IT](#)



FREE
SAMPLES



GET INSPIRED



WHERE TO
BUY



FIND A
CONTRACTOR



Super Durable

Made of high-performance and recycled polymers (and absolutely no wood fibers), TimberTech Advanced PVC decking is highly resistant to moisture damage like mold and mildew, and it won't splinter, crack, cup, peel, or rot.

Smooth Surface

A standard or wide board profile and interlocking tongue-and-groove connection offers a timeless look that ensures your home makes a great first impression every time.

Tighter-Fit

With tongue-and-groove technology, our porch boards offer a tighter fit than you would find on a deck.

Low Maintenance

Never sand, stain, or seal your porch ever again. An occasional scrub and rinse are all that's needed.

Fade & Stain-Resistant

Enjoy a richly hued porch for decades with protective capping that resists UV rays and staining.

Better Choice For Fire Zones

Passes test for slowing flame spread: WUI (Wildfire Urban Interface) compliant.

Splinter Free & Barefoot Friendly

Better for bare feet and paws, TimberTech Advanced PVC porch boards won't splinter, and stay up to 30° cooler to the touch with 40% better traction, wet or dry, than competitive products.

Industry-Leading Warranties

Rest easy knowing your investment is protected with a 50-Year Fade & Stain Limited Warranty and Lifetime Limited Product Warranty.

Existing steps - 619 Monroe Ave.

Section 7, Item A.



Existing walkway - 619 Monroe Ave

Section 7, Item A.



Example of what new steps will look like - there will only be 2 steps

Section 7, Item A.





Historic District Review Board Staff Report

Agenda Title: 509 Harbor Avenue

Agenda Date: April 21, 2026

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

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

Date: March 26, 2026

Applicant: QS LLC, representing the owner, LouEllen Blackwelder

Type Of Application: Pre-Application/Certificate of Appropriateness

Site Address: 509 Harbor Avenue

Work to be Performed: to construct a new front porch

Tax Map: 83A1-2-10-6

Current Zoning: R-1

Lot Size: 4,447 sq. ft.

Historic Register: NON-CONTRIBUTING
Description: Ca. 1965, Minimal Traditional
Accessory Structure: NA

Date Application Received: March 18, 2026 (1st Submittal February 5, 2026)

Pre-Application Meeting: April 21, 2026

Date Application Deemed Complete: March 3, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): June 1, 2026

Overview:

The applicant is seeking to construct a new 6' x 22' (132 sq. ft.) front porch on the single-family home. The wood fence received an Administrative Certificate of Appropriateness on 3/9/2026.

Aerial Map:**Materials:**

Roof: GAF Architectural Shingle

Front Porch: Ceiling: Vinyl Beadboard; Decking: Timbertech Tongue & Groove; Columns: 8' x 8" Square Fibercast; Baluster – Square Composite, Front: 8' sections, Sides: 6' sections; 36" H; Railings: AZEK Premier; Posts: 4 x 4 between rail sections; Post Caps: 4" x 4" Steps: 7" x 12" x 4' AZEK Tongue & Groove; Skirting: 1 x 6 AZEK Slat Lattice

Staff Analysis:**Zoning Compliance:**

The property is a legal, non-conforming use. The proposed project seeks to construct a new 6' x 22' (132 sq. ft.) front porch 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 3-19 – Minimal Traditional)

Section 5.10: Guidelines for Trim & Details #2

Section 7.1: Alternative Materials

Section 7.4: Non-Contributing Considerations

Staff Recommendation:

Staff is requesting that the HDRB review the application materials submitted by the applicant and determine whether the proposed additions and materials for the single-family dwelling 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: Total Lot Coverage Sheet

Attachment 2: Application and Supporting Documents

Total Lot Coverage Breakdown -		
Address: 509 Harbor Avenue	Tax Map # 83A1-2-10-6	NOTES
Lot Size	4,447	
Structure	Square Footage	
House	884.00	
Front Porch	0.00	under Proposed to increase size
Front Steps	0.00	under Proposed
Front Walkway - Concrete	88.00	
Rear Screened-In-Porch	750.20	
Misc. Concrete	0.00	
Driveway Stone	0.00	
Accessory Structure & Ramp	216.00	
Total	1,938.20	
Total Lot Coverage	43.58%	
PROPOSED		
Proposed Front Porch	132.00	
Steps	30.00	
Proposed Total	162.00	
Existing Total	1,938.20	
Total Proposed + Existing	2,100.20	
Total Lot Coverage	47.23%	
NOT INCLUDED		



Certificate of Appropriateness Application

New Construction

Planning & Zoning Department
412 Tazewell Avenue
Cape Charles, VA 23310
757-331-3259 x31
planningtech@capecharles.org

Revised 11/2025	
Taxes	Paid
Violations	NA
Fee	\$500 PD
Decision	HDRB

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

Owner signature: Janeth Blackwell

Date:

PART 2: PROPERTY INFORMATION

Property Address: 509 Harbor Ave. : 331-2-10-6

Is there an active Certificate of Appropriateness on this property? No Yes _____ Date : R-1

PART 3: PROPERTY OWNER INFORMATION



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.)



PART 5: PROJECT INFORMATION

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

Construct 6x22 front porch
Install fence in front yard

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).

The proposed front porch will be similar to other homes in the historic district.

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

- Framing/lumber
- Azek tongue + groove porch flooring
- Azek steps
- Azek slats (as skirting)
- GAF Architectural roof shingle
- Vinyl fencing

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

Applicant's signature: Heather Behrens

Date: 2/3/26

Zoning Administrator's signature: _____

Date: _____

Revised 03/2023	
Taxes	
Violations	
Fees	
Decision	



Owner Affidavit for Permission to Represent

Planning & Zoning Department
 2 Plum Street; Cape Charles, VA 23310
 757-331-3259 x24

planningtech@capecharles.org

PART 1. APPLICATION NOTES
 Use this form to give permission for a contractor, architect, or other individual to represent the owner of a property in matters within the Town of Cape Charles.

PART 2: PROPERTY INFORMATION
 Property Address: **509 Harbor Ave.** Tax Map #: **83A1-2-10-6**

PART 3: PROPERTY OWNER INFORMATION
 Name and/or Company: **LouEllen Blackwelder**

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

PART 4: REPRESENTATIVE INFORMATION
 Name and/or Company: **QS LLC**

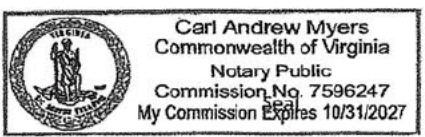
to file documents on my behalf To represent me in meetings with Town officials

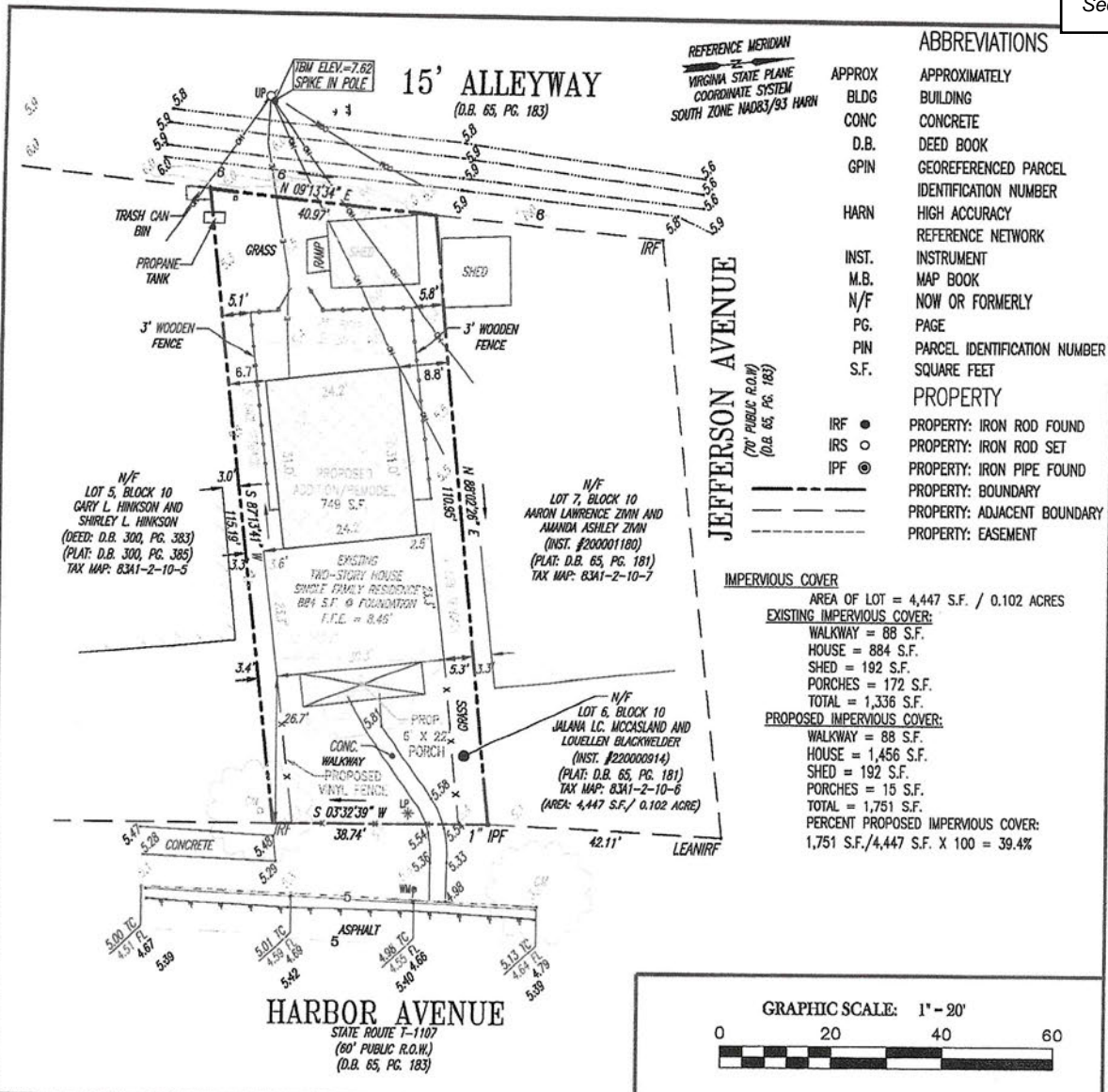
Name and/or Company:
 Mailing Address:
 Phone Number: Email:
 to file documents on my behalf To represent me in meetings with Town officials

Signature of owner: LouEllen Blackwelder Digitally signed by LouEllen Blackwelder Date: 2025.02.03 11:28:18 -05'00' Date: 2/3/2026

State of VIRGINIA, County of NORFOLK The foregoing instrument was acknowledged before me this 3rd day of FEBRUARY, 2026, by CARL ANDREW MYERS (name of person acknowledged)

Signature of Notarial Office: Carl Andrew Myers
 Notary Registration number: 7596247
 My commission expires: 10/31/2027





GENERAL SURVEY NOTES:

- THIS SURVEY WAS PRODUCED BY MID-ATLANTIC SURVEYING AND LAND DESIGN, INC. FOR QS LLC.
- THIS SURVEY WAS PRODUCED WITHOUT BENEFIT OF A TITLE REPORT. ALL EASEMENTS, SERVITUDES AND RESTRICTIONS MAY NOT BE SHOWN.
- THE PROPERTY LINES SHOWN HEREON ARE NOT BASED ON A CURRENT FIELD BOUNDARY SURVEY. PROPERTY LINES SHOWN HEREON ARE BASED ON COMPILATION OF DEEDS AND PLATS OF RECORD.
- THIS SITE IS NOT LOCATED IN THE RPA, BUT IS LOCATED COMPLETELY IN THE RMA OF THE CHESAPEAKE BAY PRESERVATION AREA.
- THIS PARCEL APPEARS TO LIE IN FLOOD ZONE X SHADED ACCORDING TO FEMA FLOOD ZONE PANEL 51131C0295F DATED 03/02/2015. FLOOD INFORMATION INDICATED HEREON SHOULD NOT BE CONSTRUED AS A DETERMINATION OF THE NEED OR LACK OF NEED FOR FLOOD INSURANCE. PROPERTY OWNERS SHOULD CONTACT A LOCAL FLOOD OFFICIAL FOR MORE INFORMATION.
- THIS SITE IS LOCATED INSIDE OF THE TOWN OF CAPE CHARLES HISTORIC DISTRICT OVERLAY
- TOWN OF CAPE CHARLES ZONING: R-1
FRONT SETBACK: 30' OR CONFORMING TO ADJACENT LOTS
SIDE SETBACK: 5'
REAR SETBACK: 25'

TOPOGRAPHIC SURVEY CERTIFICATION

THIS SURVEY

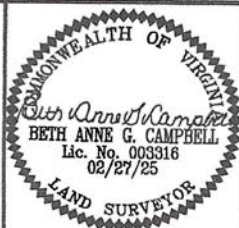
*SITE PLAN
OF
LOT 6, BLOCK 10 (D.B. 65, PG. 183)
FOR
QS LLC
CAPE CHARLES, VIRGINIA
02/27/2025*

WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF, BETH ANNE G. CAMPBELL FROM AN ACTUAL GROUND OR REMOTE-SENSING SURVEY MADE UNDER MY SUPERVISION; THAT THE IMAGERY AND/OR ORIGINAL DATA WAS OBTAINED ON 12-07-2022; AND THAT THIS PLAT, MAP, OR DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.

DATE: 02-27-2025

Beth Anne G. Campbell
BETH ANNE G. CAMPBELL, VA L.S. #003316

SITE PLAN
OF
LOT 6, BLOCK 10
(D.B. 65, PG. 183)
FOR
QS LLC
CAPE CHARLES, VIRGINIA
02/27/2025
REVISED: 02/03/2026



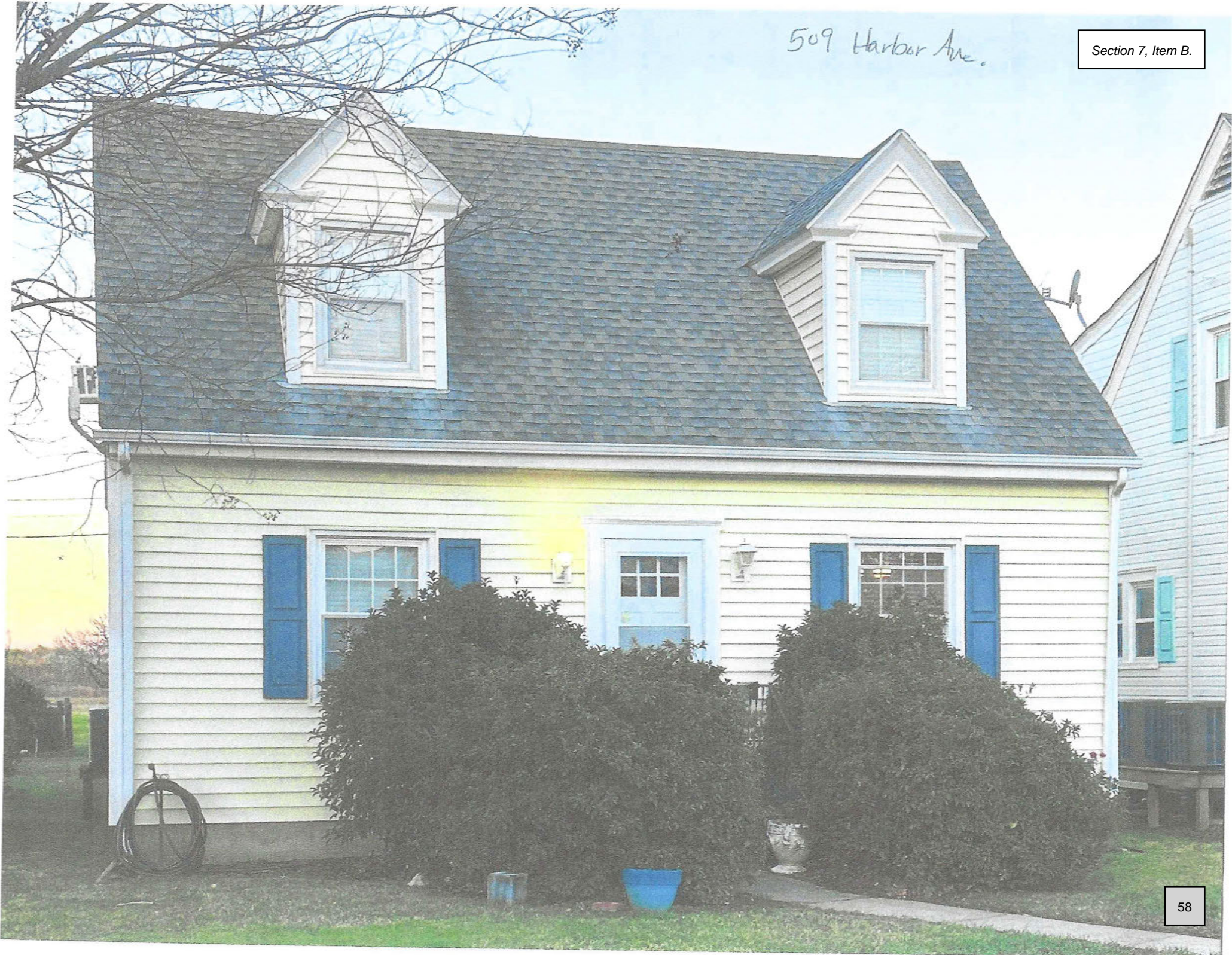
PROJECT #22256.1
FIELD BY:
LMD/BAC
FIELD DATES:
12/07/2022
DRAWN BY: ETR
SHEET
1 OF 1

MAS-LD
MidAtlantic Surveying and Land Design
5257 Cleveland Street, Suite 109
Virginia Beach, VA 23462
757-557-0888
WWW.MAS-LD.COM
ADMIN@MAS-LD.COM

2025028 12:11 PM JOCELYN REGER 2636266 140 PULLAST SAIVED

509 Harbor Ave.

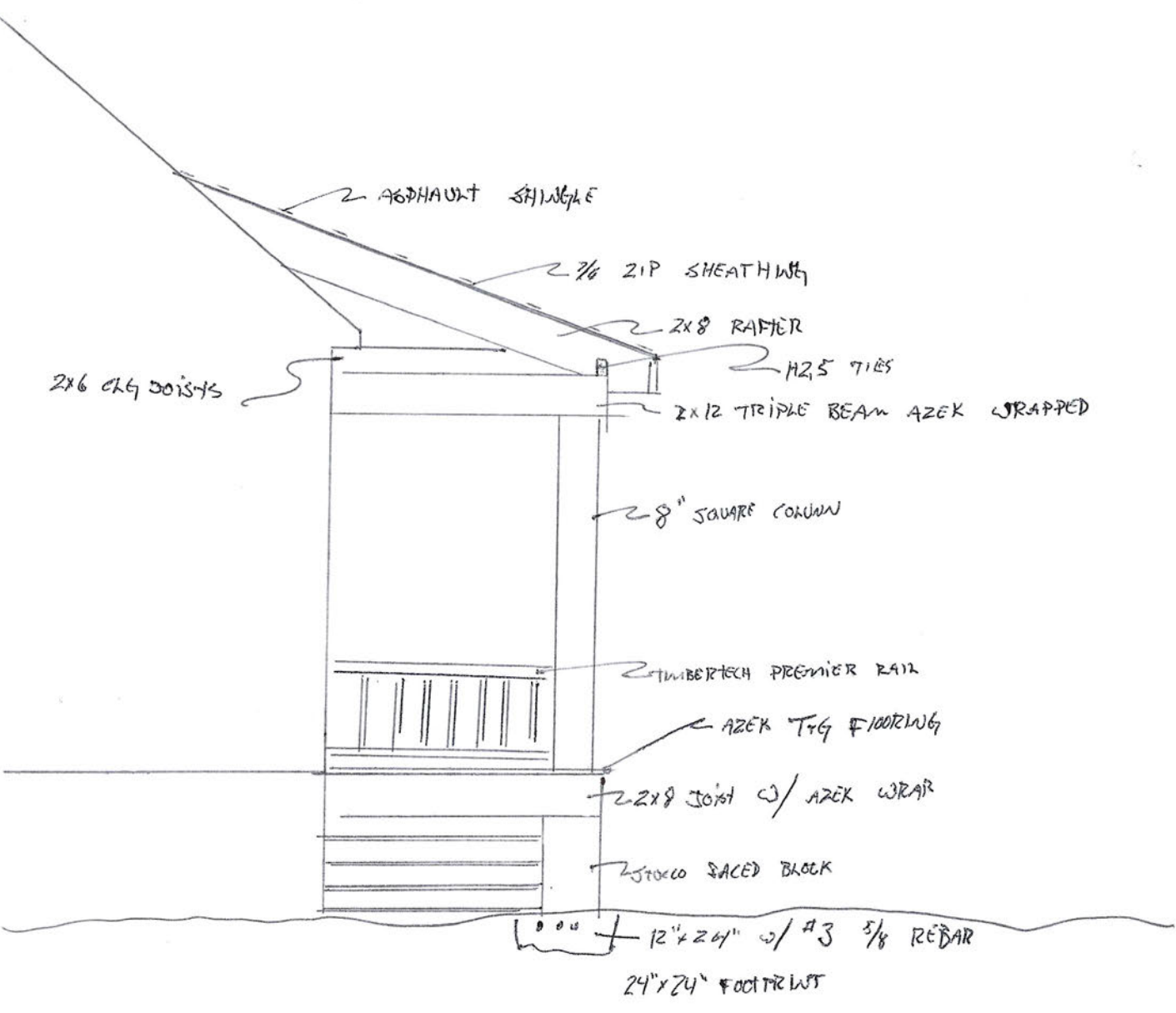
Section 7, Item B.

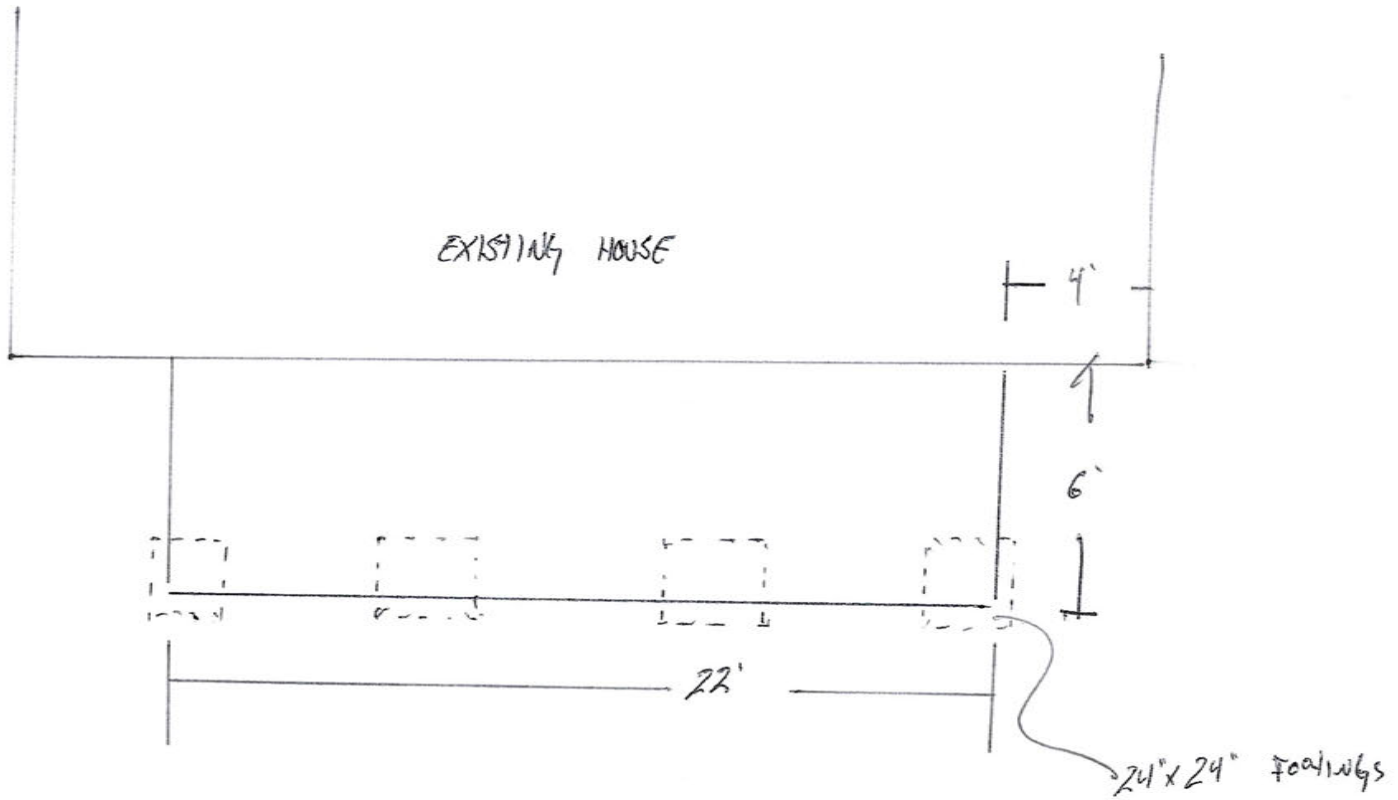


Porch similar to what we are proposing

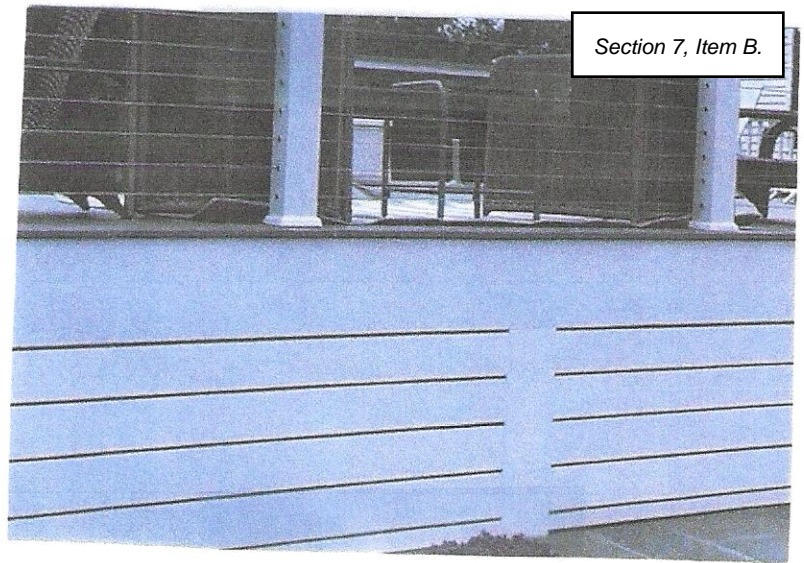
Section 7, Item B.







Timbertech
Azek tongue & groove
porch
flooring



Section 7, Item B.



GAF
Architectural shingle

8" Fibercast
column



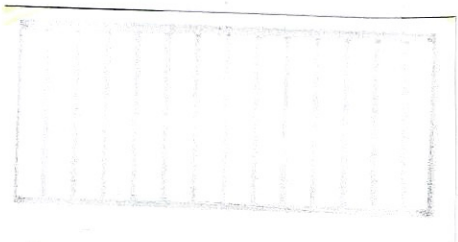
Azek Premier handrail

top -



4" X 4" Cap

post caps



Composite Balusters

4x4 posts between rail sections

Cart

an or pinch to expand

8' sections on front 36" height
6' sections on sides



Historic District Review Board Staff Report

Agenda Title: Tax Map #83A4-B-47 on Stone Road

Agenda Date: April 21, 2026

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

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

Date: April 10, 2026

Applicant: Kelly A. Decker

Type Of Application: Pre-Application/Certificate of Appropriateness

Site Address: Stone Road

Work to be Performed: to construct a new two-story mixed-use building and a new accessory structure

Tax Map: 83A4-B-47

Current Zoning: C-3

Lot Size: 5,688 sq. ft.

Historic Register: NA

Description:

Accessory Structure:

Date Application Received: March 13, 2026

Pre-Application Meeting: April 21, 2026

Date Application Deemed Complete: April 10, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): July 9, 2026

Overview:

The applicant is seeking to construct a new 1,277 sq. ft., two-story mixed-use building and a new 294 sq. ft. accessory structure. The application also includes installing shell pavement parking areas and a driveway. Although this lot is currently vacant and outside of the district, Town Council assigned the “corridor entrance to the Town” to the HDRB to review and ensure that new construction for the C-2 and C-3 lots should be compatible, sympathetic, and complementary to the district and harmonious to the other development occurring in the Entrance Corridor.

**Aerial Map:
STONE ROAD**



Materials:

Roof: Main: (Pitch: 6:12): GAF Asphalt Shingles; Accent: Standing Seam Metal Galvalume

Siding: James Hardie Fiber Cement Board: Front: Shingle Staggered Edge 9" exposure, Sides, Rear, & Accessory Structure: Cedarmill Lap 7" exposure, and Front Turret: Eldorado Stone Veneer: Limestone 4" x varying lengths

Windows: Anderson 400 Series Fibrex with SDL: Double-Hung: 6-lite, 4/4, 6/6, Bay 3-lite, Arched: 8-lite & 10-lite

Trim: 7" exposure Hardie Select Cedarmill, and Fascia: 5/4" x 8" Hardie Board

Doors: Therma-Tru Fiberglass Front: 1st Floor: 3' x 8' Arched Medium Distressed Knotty Alder Wood; 2nd Floor: 6'0" x 6'8" French Pocket 12-lite; Back Storage: 6' x 8' Arched Medium Distressed Knotty Alder Wood; Side: 3'6" x 8' arched 10-lite

Front Juliette Balcony: Decking: 5.36" x .94" Timbertech Composite; Railings: Square 42" ht Powder-coated Aluminum; Cap: 3" x 3"

Foundation: Concrete Turn-down Slab

Front Walkway: Concrete

Parking Lot, Rear Parking Area, and Driveway: Shell Pavement

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project is seeking to construct a 1,277 sq. ft., two-story multi-use building and a 294 sq. ft. accessory structure; and a shell pavement driveway, parking lot, and rear parking area. Although Zoning Compliance has not been achieved because the proposed construction exceeds the allowable lot coverage of 50%, the HDRB can still review the submitted application packet and decide if the proposed project and materials are in keeping with the Cape Charles Historic District Overlay Design Guidelines.

Please note that a separate Zoning Compliance will be required upon the submission of a building permit application to ensure conformance that the HDRB Votes are fully referenced and contained in the building plans. As of when the applicant submits for a building permit, a full set of building plans must be provided that includes a required Site Plan and Landscape Plan that details both the removal of existing trees if necessary and the proposed addition of trees to conform with CCTC Chapter 32, Appendix G – Tree Conservation and Preservation Ordinance along with the Historic District Overlay Design Guidelines Section 9.5 Landscaping.

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

Historic District Guidelines:

Section 5.13: New Construction of Primary Buildings

Section 6.3: New Accessory Structures/Accessory Dwelling Units (ADUs) Associated with New Primary Buildings

Section 9.1: Hardscaping (Driveways, Walkways, & Other Paving)
Section 9.5: Landscaping

Staff Recommendation:

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

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

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

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

Attachments:

- Attachment 1: Zoning Review Check List Residential-1 District
- Attachment 2: Total Lot Coverage Sheet
- Attachment 3: Application and Supporting Documents

Total Lot Coverage Breakdown - APPROVED - 4/10/2026		
Address: Bay Avenue	Tax Map # 83A4-1-B-47	NOTES
Lot Size	5,688	
Structure	Square Footage	
House	1,277.00	
Front Porch	0.00	
Front Steps	0.00	
Covered Rear Deck	0.00	
Rear Steps	0.00	
Front Walkway (Concrete)	57.50	
Shell Pavement Coverage (2,858.8 x .5)	1429.40	These surfaces are considered 50% impervious re: CBPA
Rear Enclosed Shower	0.00	
Misc. Concrete	0.00	
Accessory Structure	294.00	
Total	3,057.90	
Total Lot Coverage	53.76%	
FUTURE PROPOSED		
N/A	0.00	
Proposed Total	0.00	
Existing Total	3,057.90	
Total Proposed + Existing	3,057.90	
Total Lot Coverage	53.76%	
NOT INCLUDED		

Revised 02/2026	
Taxes	Paid
Violations	NA
Fee	\$1,000 PD
Decision	HDRB



Certificate of Appropriateness Application

New Construction

Planning & Zoning Department
 412 Tazewell Avenue
 Cape Charles, VA 23310
 757-331-3259 x31
planningtech@capecharles.org

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

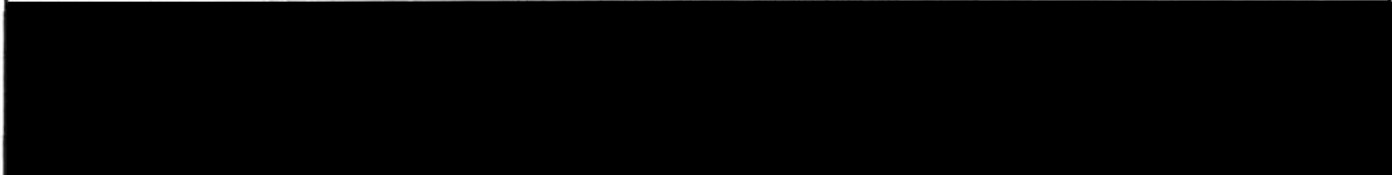
- A) Site Plan
- B) Elevations
- C) Zoning Clearance Application
- D) Photos of existing lot
- E) Renderings
- F) Photos of proposed materials
- G) Owner Permission Affidavit
- H) Payment of Fee
- I) Tree Permit Application

Owner signature: Kelly A. Decker Date: 4/10/2026

PART 2: PROPERTY INFORMATION

Property Address: Stone Road Tax Map #: 83A4-1-B-47
 Is there an active Certificate of Appropriateness on this property? No Yes _____ Date _____ Zoning District: C-3

PART 3: PROPERTY OWNER INFORMATION



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.)



PART 5: PROJECT INFORMATION

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed.):
 New construction of a new mixed use two-story building

First floor - 1276 sq. ft.
 Second floor - 2552 (plus necessary dwelling garage 294 sq. ft.)

PART 6. NEW CONSTRUCTION

See Section 5.13 of the Historic District Design Guidelines

First Floor Building Area (sq. ft.): 1276		Total Gross Floor Area (sq. ft.): 2552	
Front Building Setback (ft.): 50'		Building width (ft.): 25'	
Building Height	Feet: 35'	Stories: 2	Roof pitch: 6/12 & 12/12
A. Foundation	Material to be used: concrete turn-down slab		
B. Roofing	Material to be used: Main: grey asphalt shingle and Accent: red standing seam metal		
	Chimney? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Number _____ Materials:		
C. Siding	Material to be used: James Hardie Staggered Edge	Dimensions: 7" exposure "Navajo Beige"	
	<i>Front Navajo Beige</i>	<i>Sides + Rear Hardie Select Cedar mill Stone siding is listed on list ps. of material list</i>	
D. Steps	Material to be used: NA		
E. Railing	Style and Material to be used: NA		
F. Porch	Length: 7'-8" Width: 1'-6"		
Juliette Balcony	Material to be used: Floor: Timbertech Comosite 5.36" x .94" Skirting:		
	Railings Columns? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Number _____ Style & Materials: square powder-coated aluminum 42" ht.		
G. Deck	Length:	Width:	Material to be used: NA
H. Doors	Width: 36"	Height: 96"	Back Door: 6' x 8' Arched Wood Composite
<i>Front</i>	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) Wood / Arched		
I. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture:		
	Material: vinyl and wood arched 8-lite , rectangle 6-lite, rectangle 6/6, bay		
	Width:	Height:	Depth:
J. Trim	Material to be used: Hardie Select Cedarmill		
	Dimensions: 7" exposure Fascia: 5/4" x 8"		
K. Hardscape	Indicate the placement and dimensions of any of the following on your site plan.		
	Driveway: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Materials: _____ and parking area: clam shell		
	Walkway: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Materials: concrete and a side stone path 2'x2' rectangular stone x 60' length		
	Fence: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Materials: _____		
	Patio: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Size: _____ Materials: _____		
	Outdoor shower: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - <input type="checkbox"/> Not Enclosed <input type="checkbox"/> Enclosed - Materials _____		
	Pool: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
	Accessory Structure: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Complete an additional COA application for the structure		

Stepping stones on side will be a stone similar to 2' x 2' rectangular stone

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).

From the street view the new building will provide character and visual interest. With the use of Bay window, Juliette balcony and semi-circular turret projection creates interest, depth, massing of this 2-story mixed use building. Use of multi exterior finishes of cedar shake, stone facade, and metal accent roofing provides texture and shadow lines to the building. The service station at the beginning of town gives inspiration for the building. Using cottage principles of style coupled with height and steep pitched roof, arched windows/doors define style as Gothic revival.

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

- Siding Front cedar staggered shingle Navajo Beige
- Siding Rear and Sides lap siding 7" exposure Navajo Beige
- Stone Front elevation
- Stone Veneer Turret

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: Kerry G. Decker

Date: 4/10/2026

Zoning Administrator's signature: _____

Date: _____

Revised 02/2026



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

Taxes	
Violations	
Fee	
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. *The applicant is responsible for confirming and obtaining all necessary building permits after approvals.

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

- 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: *Kelly A. Decker*

Date: *4/10/2026*

PART 2: PROPERTY INFORMATION

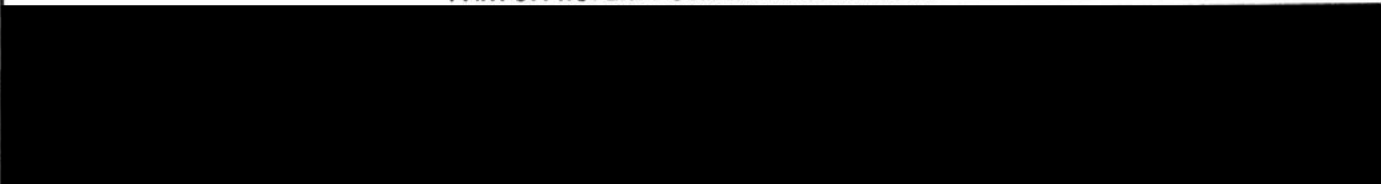
Property Address: *Lot 47 Stone Rd Cape Charles, VA 23310*

Tax Map #: *83A 4-1-B-47*

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

Zoning District: *3*

PART 3: PROPERTY OWNER INFORMATION



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:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

Accessory Structure to proposed Building - first floor Carriage House

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):	294	Height of Main Dwelling:	294 garage
Building Area (sq. ft.):		Total Gross Floor Area (sq. ft.):	
Distance from Main Structure (ft.):		Building width (ft.):	21
Building Height	Feet: 15'	Stories:	1
		Roof pitch:	6/12

A. Foundation Material to be used if applicable: Concrete turn-down slab

B. Roofing Material to be used: Red Standing Seam metal

C. Siding Material to be used: James Hardie Dimensions: 7" exposure

D. Doors Width: 108 Height: 96" Navajo Beige - color to match Building
Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels)
Carriage House Composite - garage door

E. Windows Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture:
Material: Anderson 400, Dbl hung, 6/6 Dark Bronze
Width: Height: Depth:

F. Trim Material to be used: James Hardie Trim "Mustek Brown"
Dimensions: 8" Folia/Frieze, Windows/doors 4" side 6" cross-head

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).
See site plan and material list

Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation:
Siding Lap Siding 7" exposure "Navajo Beige"

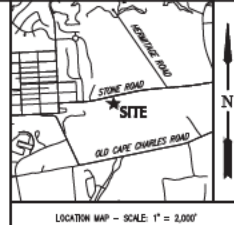
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Codes, including fire, sewer and water codes, 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: Kelly A. Decker Date: 4/10/2026
Zoning Administrator's signature: Date:
Town Code Chapter 32, Article VIII, Section:

The Carriage House is being used in the classic sense as an accessory structure. The building using the same finish, colors and textures to compliment the style of the main building. The hip roof is intended to soften the sight line while bringing interest with matching standing seam metal roof. General use will be flexible for vehicles, bikes and storage.



- NOTES:**
1. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND THEREFORE MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT THE PROPERTY AS SHOWN.
 2. THIS PROPERTY APPEARS TO FALL IN FLOOD ZONE X AS SHOWN ON PANEL 0228F OF THE FLOOD INSURANCE RATE MAPS FOR THE TOWN OF CAPE CHARLES, COUNTY NO. 510106, DATED 3/2/2015. FLOOD ZONE INFORMATION SHOWN HEREIN IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FLOOD INSURANCE RATE MAPS FOR THE CITY/COUNTY INDICATED. MSA IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN, FOR FURTHER INFORMATION AND TO CORRECT THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.
 3. NORTH MERIDIAN SHOWN HEREIN IS BASED ON VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE NAD83(03)/SP92(03) 2010,000, AND WAS OBTAINED USING GNSS NETWORK RTN METHOD, WITH REFERENCE TO GPS CONTINUOUSLY OPERATING REFERENCE STATIONS, AND CORRECTION SERVICES PROVIDED BY HIGH SURVEY CENTER NORTH AMERICA. COORDINATE VALUES AND LENGTHS/DIRECTIONS OPERATIONS ARE EXPRESSED IN U.S. SURVEY FEET.
 4. ELEVATIONS SHOWN HEREIN BASED ON NAVD83 AND WERE ESTABLISHED FROM NORTHAMPTON COUNTY, VIRGINIA HIGH SURVEY (HVS) POINTS.
 5. THIS SURVEY DOES NOT ADDRESS THE EXISTENCE OR NONEXISTENCE OF WETLANDS, ENVIRONMENTAL HAZARDS, CONTAMINANTS OR ANY UNDERGROUND STRUCTURE NOT OBSERVED DURING THE COURSE OF THE SURVEY.
 6. LOCATION OF UNDERGROUND NON-GRAVITY UTILITIES SHOWN ARE BASED ON SURFACE INDICATION FIELD LOCATED BY MSA. THE SURVEYOR MAKES NO GUARANTEE THAT ALL UTILITIES, ACTIVE OR ABANDONED, ARE SHOWN NOR THAT SHOWN LOCATIONS ARE EXACT. PIPE MATERIAL TYPES/SIZES FOR UNDERGROUND GRAVITY UTILITIES ARE NOT GUARANTEED IN COVERED AREAS.
 7. THIS TOPOGRAPHIC SURVEY WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF JEFFREY J. VERRETTEN, L.S. (L.C. NO. 2306) FROM AN ACTUAL ORIGINAL SURVEY MADE UNDER HIS SUPERVISION. THAT THE MASTERY AND/OR ORIGINAL DATA WAS OBTAINED ON 1/27/2006, AND THAT THIS PLAN, MAP OR DIGITAL GEOGRAPHICAL DATA INCLUDING MEASUREMENTS MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.



DATE	1-2-2016
APPROVED	JAV
CHECKED	MWS
DRAWN	EDA
DESIGNED	N/A

DATE	1-2-2016
APPROVED	JAV
CHECKED	MWS
DRAWN	EDA
DESIGNED	N/A

TOPOGRAPHIC SURVEY OF LOT 47, BLOCK B (PG 5, PG 184) TAX MAP # 83M-1-B-47

TOPOGRAPHIC SURVEY OF LOT 47, BLOCK B (PG 5, PG 184) TAX MAP # 83M-1-B-47

TOPOGRAPHIC SURVEY OF LOT 47, BLOCK B (PG 5, PG 184) TAX MAP # 83M-1-B-47

TOPOGRAPHIC SURVEY OF LOT 47, BLOCK B (PG 5, PG 184) TAX MAP # 83M-1-B-47

TOPOGRAPHIC SURVEY OF LOT 47, BLOCK B (PG 5, PG 184) TAX MAP # 83M-1-B-47

TOPOGRAPHIC SURVEY OF LOT 47, BLOCK B (PG 5, PG 184) TAX MAP # 83M-1-B-47

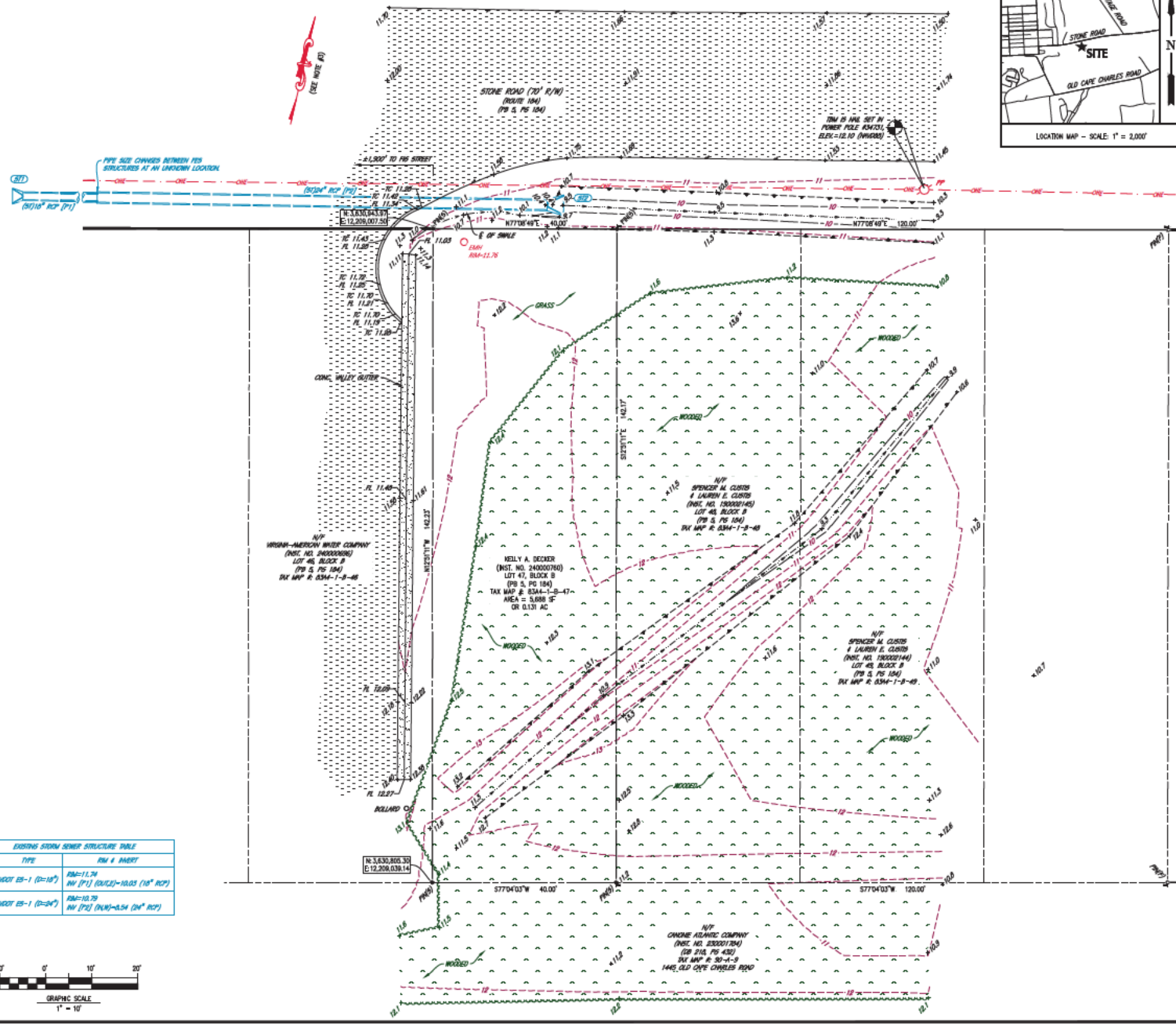
TOPOGRAPHIC SURVEY OF LOT 47, BLOCK B (PG 5, PG 184) TAX MAP # 83M-1-B-47

TOPOGRAPHIC SURVEY OF LOT 47, BLOCK B (PG 5, PG 184) TAX MAP # 83M-1-B-47

TOPOGRAPHIC SURVEY OF LOT 47, BLOCK B (PG 5, PG 184) TAX MAP # 83M-1-B-47

TOPOGRAPHIC SURVEY OF LOT 47, BLOCK B (PG 5, PG 184) TAX MAP # 83M-1-B-47

TOPOGRAPHIC SURVEY OF LOT 47, BLOCK B (PG 5, PG 184) TAX MAP # 83M-1-B-47



LEGEND

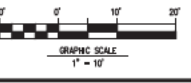
SYMBOL/ABBREVIATION	DESCRIPTION
○ W/M	WATER METER
○ F/H	FIRE HYDRANT
○ FDC	FIRE DEPARTMENT CONNECTION
○ MW	MANHOLE
○ W/W	WATER WELL
○ W/M	WATER METER
○ S/M	SANITARY MANHOLE
○ S/C	SANITARY CLEANOUT
○ S/V	SANITARY VALVE
○ F/M	FORCE MAIN VALVE
○ L/P	LIGHT POLE
○ G/L	GROUND LIGHT
○ T/B	TRANSFORMER
○ E/M	ELECTRIC METER
○ P/P	POWER POLE
○ E/B	ELECTRIC BOX
○ C/M	COMMUNICATIONS BOX
○ T/P	TELEPHONE PEDestal
○ T/M	TELEPHONE MANHOLE
○ C/T	CABLE TO TELEVISION
○ C/B	CABLE TV BOX
○ G/M	GAS METER
○ G/V	GAS VALVE
○ F/C	FILLER CAP
○ D/I	DROP INLET 1
○ D/2	DROP INLET 2
○ D/3	DROP INLET 3
○ C/B	CATCH BASIN
○ D/S	DOWNSPOUT
○ D/C	DOWNSPOUT CONNECTOR
○ L/T	LAWNS TONGUE
○ S/C	STORM CLEANOUT
○ S/M	STORM MANHOLE
○ Y/D	YARD DROP INLET
○ F/E	FARED-END SECTION
○ P/E	PIPE END (CONTINUOUS)
○ A/C	AC UNIT
○ M/H	MANHOLE
○ P/S	POST
○ B/S	BOLLARD
○ W/P	WITNESS POST
○ R/S	ROOF SIGN
○ S/I	SIGN
○ A/P	MAIL BOX

EXISTING STORM SEWER STRUCTURE TABLE

ID	TYPE	ROW #	MARKET
S01	VECT ES-1 (D=18")	RM=11.78	NW (P1) (C) (C)-10.03 (18" RCP)
S02	VECT ES-1 (D=24")	RM=10.79	NW (P2) (C) (C)-10.04 (24" RCP)

SURVEY CONTROL LEGEND & BEARING/DISTANCE ABBREVIATION LEGEND

SYMBOL/ABBREVIATION	DESCRIPTION
○ (P)	IRON PIN FOUND
○ (M)	IRON PIN MISSING
○ (N)	IRON PIN SET
○ (M)	IRON PIN FOUND
○ (M)	IRON PIN MISSING
○ (M)	IRON PIN SET
○ (M)	IRON PIN FOUND
○ (M)	IRON PIN MISSING
○ (M)	IRON PIN SET
○ (M)	IRON PIN FOUND
○ (M)	IRON PIN MISSING
○ (M)	IRON PIN SET



DRAWING SCHEDULE

Cover	1
Floors	2
Front & Right Elevations	3
Rear & Left Elevations	4
Section & Detail	5
Renderings	6

PAGE: 1/6

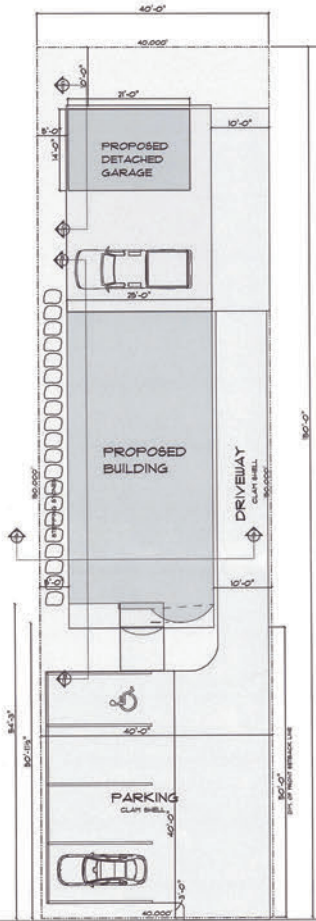
CONSTRUCTION DOCUMENTS

SCALE: As Noted
DATE: 12/21/2024

Grieser Design LLC
PHONE: 434-944-2158
gnd@grieserdesign.com



Kelly Decker
Lic. 47 Stone Rd.
Cape Charles VA, 23010

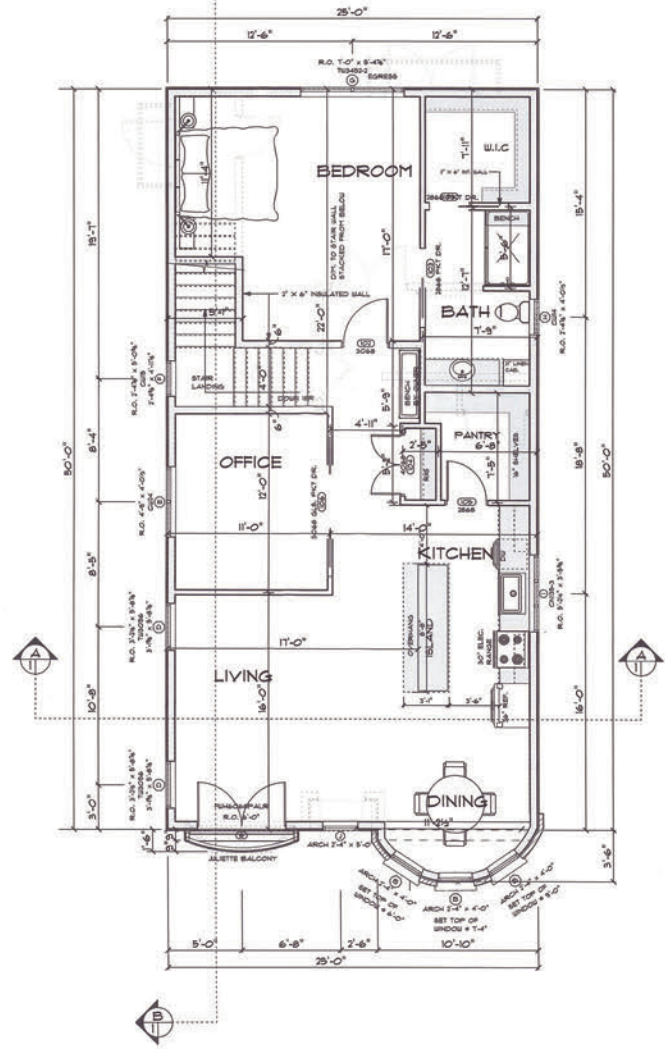
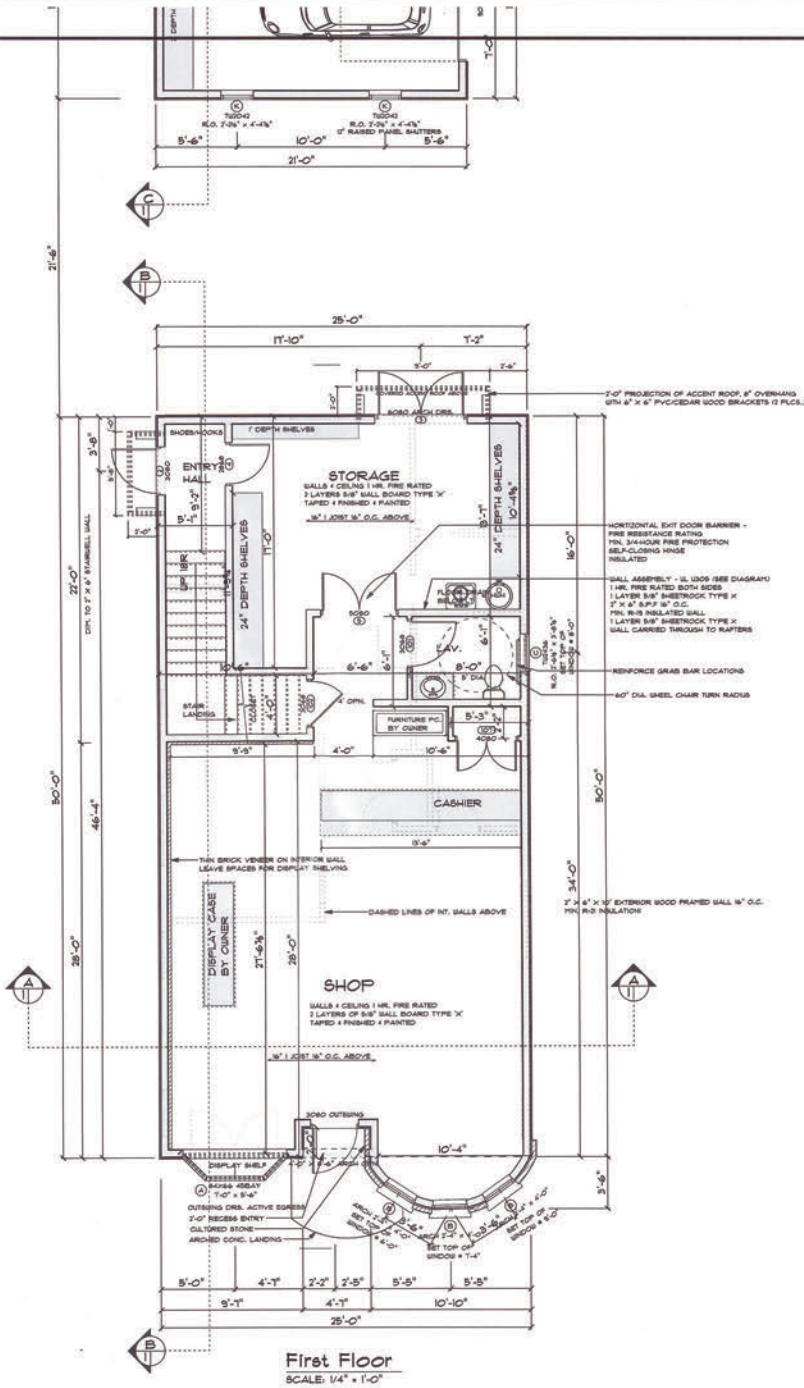


Site Plan for Reference Only
SCALE: 1" = 10'-0"



GENERAL NOTES

- DESIGN BASED ON OWNER'S REQUESTS AND REQUIREMENTS
- FIELD VERIFY DIMENSIONS AND EXISTING CONDITIONS PRIOR TO CONSTRUCTION. CONTRACTOR TO ASSURE ALL WORK TO BE DONE IN ACCORDANCE WITH LOCAL BUILD CODE, BEAM SIZING, SPANS, AND BEARING POINTS TO BE VERIFIED AND REVISIED
- BEARING POINTS IN BEARING WALLS TO BE SOLID STUDING
- ALL STRUCTURAL COMPONENTS AND CONSTRUCTION SHOULD BE IN ACCORDANCE WITH IRC 2021 & IECC 2021 AND, ALL LOCAL & STATE REGULATION BUILDING CODE
- ALL WOOD USED IS TO BE S.P.F. #1EM/PR KD, NO 1 & 2 GRADE OR BETTER
- ALL FLOOR JOISTS TO BE NAILED AND GLUED TO SUBFLOOR W/ BRIDGING WHERE NECESSARY ACCORDING TO THE LOCAL BUILDING CODE
- DIMENSIONING IS OUTSIDE TO OUTSIDE OF EXTERIOR WALL SHEATHING FLUSH W/ OUTSIDE OF FOUNDATION. DIMENSION IS FROM OUTSIDE OF EXTERIOR WALLS TO CENTER OF INTERIOR WALLS, AND CENTER TO CENTER OF INTERIOR WALLS
- MINIMUM FASTENING SCHEDULES FOR EXTERIOR WALL & ROOF SHEATHING 8D COMMON NAILS FASTENED NO MORE THAN 4" O.C. ON EDGE & NO MORE THAN 6" O.C. IN THE FIELD
- EXTERIOR WALL SHEATHING SHALL EITHER BE FASTENED OVER THE BAND JOIST AND ONTO THE SIDE OF BILL LATE OR APPROVED METAL CONNECTIONS PER MANUFACTURERS SPECS FROM EACH WALL STUD TO BILL PLATE AS REQ.
- INSTALL ALL FINISHES & FIXTURES ACCORDING TO MANUFACTURERS SPECIFICATIONS
- SMOKE/CARBON MONOXIDE ALARM AND FIRE SUPPRESSION PER CODE
- ELECTRICAL PER CODE - VERIFY ALL FIXTURES & LOCATIONS WITH OWNER
- PLUMBING & PIPING PER CODE
- EXTERIOR WALLS 2" X 6" DRAIN AS 3-1/2" STUD W/ 1/2" SHEATHING AND WALL BOARD EA. SIDE & 4-1/2" THICKNESS
INTERIOR WALLS 2" X 4" DRAIN AS 3-1/2" STUD W/ 1/2" WALL BOARD EACH SIDE & 4-1/2" THICKNESS





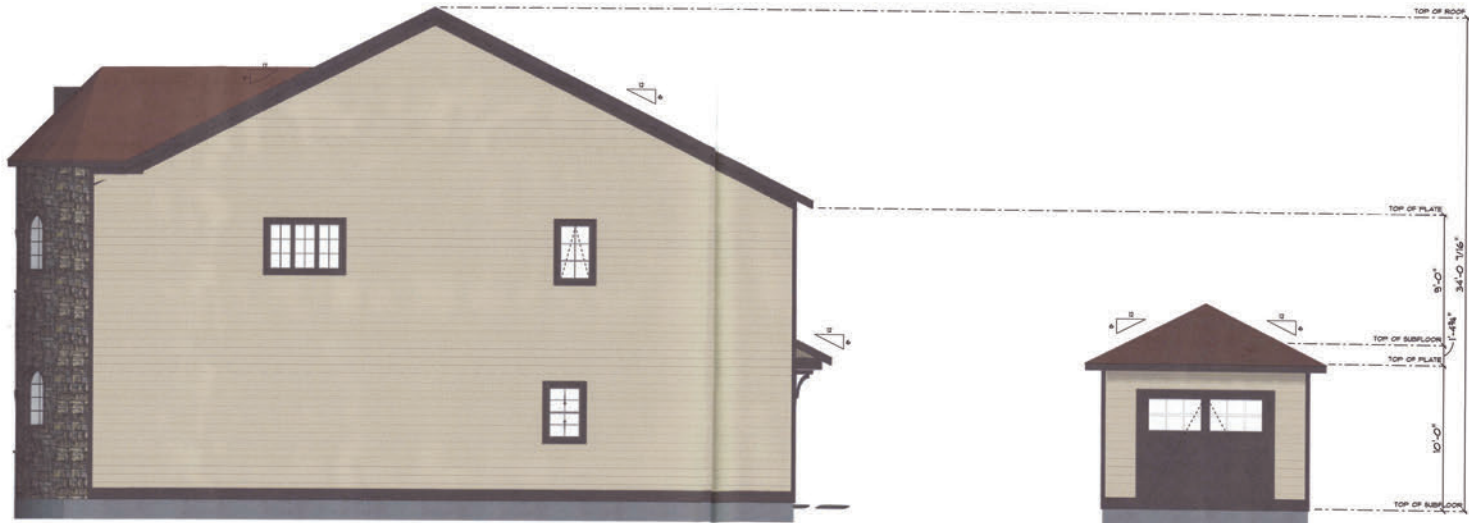
FRONT/North Elevation
SCALE: 1/4" = 1'-0"

ANDERSEN 400 SERIES WINDOWS
ALL WINDOWS TO HAVE SIMULATED DIVIDED LITE GRILLS
WELDED DIRECTLY TO EXT. OF GLASS

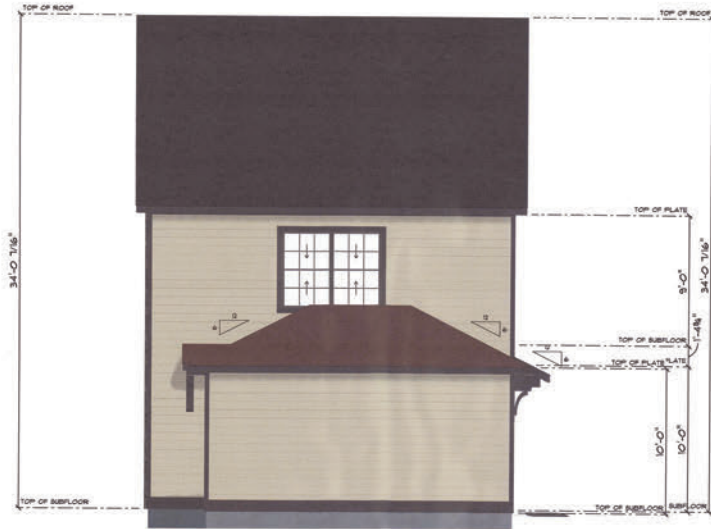
EXTERIOR FRAME COLOR: 'DARK BRONZE'

VERIFY SIZES AND R.O. WITH MANUFACTURE

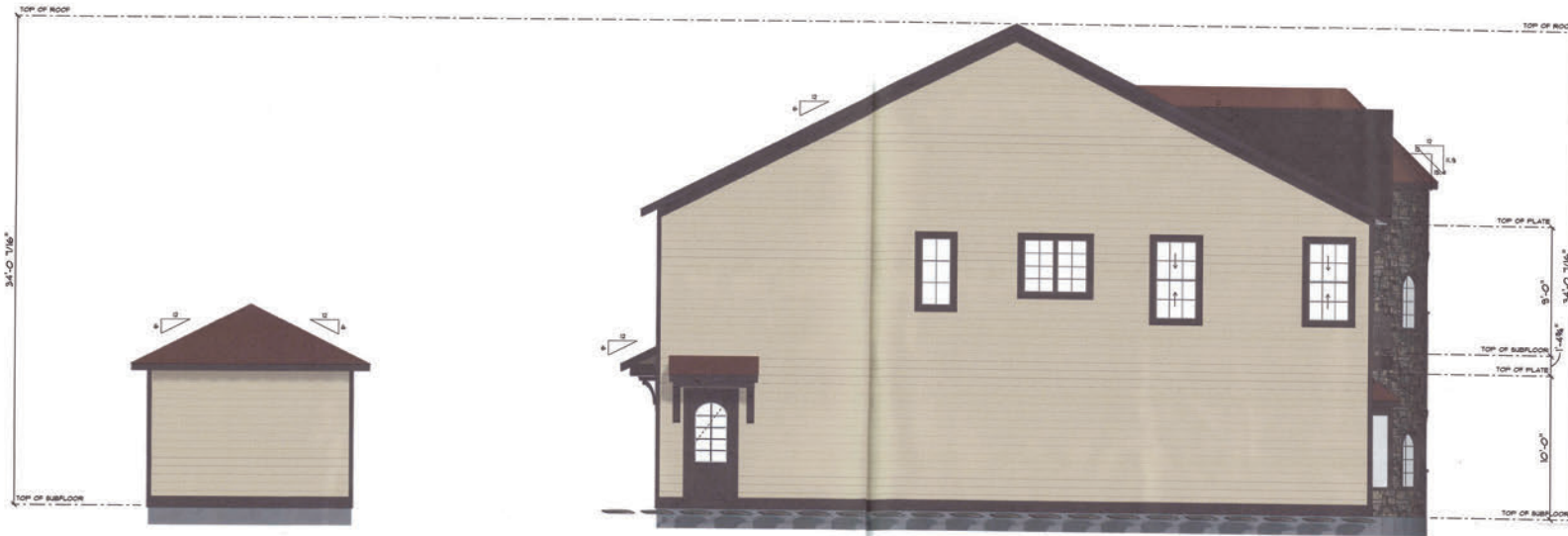
ANDERSEN 400 SERIES WINDOW SCHEDULE			
PRODUCT CODE	COUNT	R.O. SIZE	OPENING ID
60X80 FRENCH POCKET 2	1	R.O. 10'-0"	106
72X96 ROUND TOP E 2-MODIFIED	1	R.O. 6'-3"	3
84X66 45BAY	1	R.O. 7'-0" x 5'-6"	A
2412-MODIFIED	1	R.O. 2'-4½" x 5'-0½"	J
2412-MODIFIED	6	R.O. 2'-4½" x 4'-0½"	B
CN135-3	1	R.O. 5'-2¼" x 3'-5¾"	I
CW14	1	R.O. 2'-4¾" x 4'-0½"	H
CW15	1	R.O. 2'-4¾" x 5'-0¾"	F
CW24	1	R.O. 4'-9" x 4'-0½"	E
TW2042	2	R.O. 2'-2½" x 4'-4¾"	K
TW2436	1	R.O. 2'-6½" x 3'-8¾"	C
TW3056	2	R.O. 3'-2½" x 5'-8¾"	D
TW3452-2	1	R.O. 7'-0" x 5'-4¾"	G



RIGHT/West Elevation
SCALE: 1/4" = 1'-0"

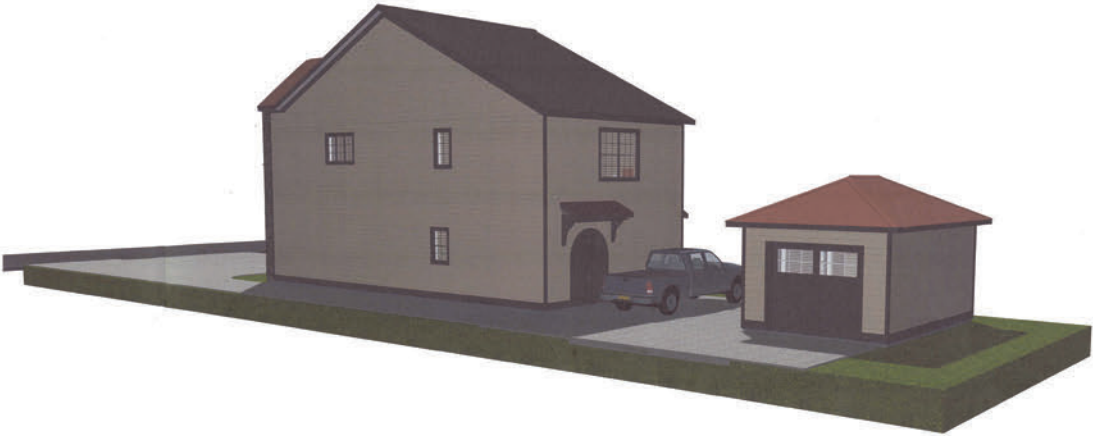


REAR/South Elevation
SCALE: 1/4" = 1'-0"



LEFT/East Elevation
SCALE: 1/4" = 1'-0"





PAGE: 6 / 6

CONSTRUCTION DOCUMENTS

SCALE: As Noted

DATE: 12/27/2024

Greaser Design LLC

PHONE: 443-644-2166
greg@greasdesign.com



Kelly Decker

Lot 47 Stone Rd.
Cape Charles VA, 23310



Proposed Exterior Materials for Lot 47 Stone Rd.

1. Juliette Balcony 1'-6" x 7'-8"



TIMBERTECH COMPOSITE

Reserve Collection

Reclaimed Wood

Bring the charm of reclaimed wood to your space without the rigorous maintenance of wood. Featuring the rustic character and natural beauty of aged wood, our premium polymer capped composite boards deliver real wood aesthetics you'll never have to sand, stain, or seal.

Deck Boards

- Actual dimensions: 5.36" x 0.94"
- Lengths available:
Square-Shoulder 16' and 20'
Grooved 12', 16', and 20'

2. Balcony Railing

Powder-coated aluminum 42" ht. Black metal railing



3" x 3" Cap



Classic

3. Entry Doors

Front door 3' x 8'

Rear storage door 6' x 8'

Juliette Balcony Door Andersen 6' x 6'-8"

Arched or Half Round top Doors.

medium distressed knotty alder wood

Speakeasy, Wrought Iron Grills and Clavos

6 9/16" Solid Knotty Alder Jambs, Adjustable Bronze Threshold, Commercial Ball-Bearing

Oil Rubbed Bronze Hinges, Q-Lon Compression Weather-stripping, Rubber Door Sweep



4. Windows

Andersen 400 Series

ANDERSEN 400 SERIES WINDOW SCHEDULE			
PRODUCT CODE	COUNT	R.O. SIZE	OPENING ID
84X66 45BAY	1	MIN. R.O. 7'-0" x 5'-6"	A
TW2436	1	R.O. 2'-6 ¹ / ₈ " x 3'-8 ⁷ / ₈ "	B
ARCH 2440	6	R.O. 2'-5" X 4'-1-1/2"	D
ARCH 2450	1	R.O. 2'-5" X 5'-1-1/2"	F
CW24	1	R.O. 4'-9" x 4'-0 ¹ / ₂ "	G
TW3056	2	R.O. 3'-2 ¹ / ₈ " x 5'-8 ⁷ / ₈ "	H
CW15 TEMPERED	1	R.O. 2'-4 ⁷ / ₈ " x 5'-0 ³ / ₈ "	I
TW3452-2 EGRESS	1	R.O. 7'-0" x 5'-4 ⁷ / ₈ "	J
CW14 TEMPERED	1	R.O. 2'-4 ⁷ / ₈ " x 4'-0 ¹ / ₂ "	K
CN135-3	1	R.O. 5'-2 ¹ / ₄ " x 3'-5 ³ / ₈ "	L
TW2042 GARAGE	2	R.O. 2'-2 1/8" X 4'-4 7/8"	M

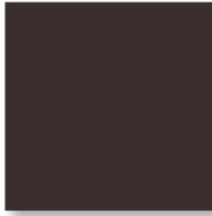
SIMULATED DIVIDED LIGHT

Permanent grilles on the exterior and interior, with no spacer between the glass. We also offer permanent exterior grilles with removable interior grilles.



Permanent exterior
Permanent interior

Exterior frame color

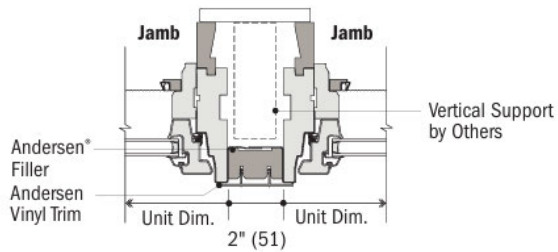


Dark Bronze

Separate Rough Openings Detail

Scale 1 1/2" (38) = 1'-0" (305) – 1:8

To meet structural requirements or to achieve a wider joined appearance, windows may be installed into separate rough openings having vertical support by others in combination with Andersen® exterior filler and exterior vinyl trim.



Horizontal Section
Casement and Casement

FEATURES

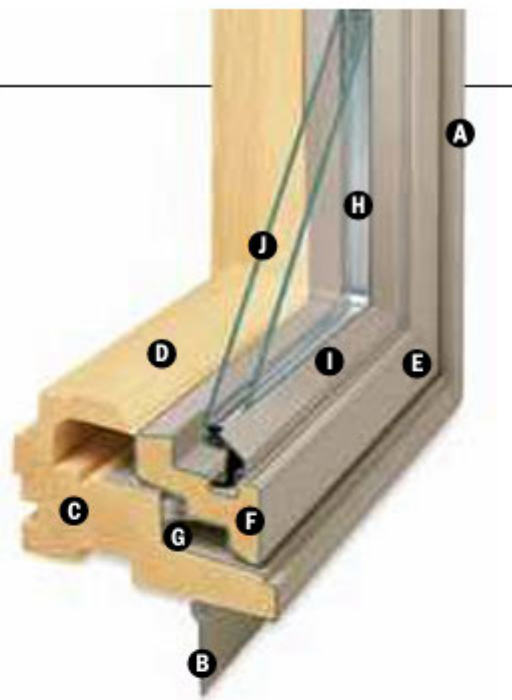
FRAME

- A** A seamless one-piece, rigid vinyl frame cover is secured to the exterior of the frame to protect the wood frame from moisture and maintain an attractive appearance while minimizing maintenance.
- B** The seamless rigid vinyl cover extends 1 3/8" (35) around the perimeter of the unit, creating a flange to help seal the unit to the structure.
- C** Wood frame members are treated with a water-repellent preservative for long-lasting protection and performance.

D Interior stops are unfinished pine. Low-maintenance prefinished white, dark bronze and black™ interiors are also available.

SASH

- E** Rigid vinyl encases the entire sash – a vinyl weld protects each sash corner for superior weathertightness. It maintains an attractive appearance and minimizes maintenance.
- F** Wood core members provide excellent structural stability and energy efficiency.
- G** Vinyl closed-cell foam weatherstrip



HARDWARE

Smooth Control Hardware System



The smooth control hardware system employs a worm gear drive for easy operation. Units with a wash mode have hinges that move the sash away from the frame to provide easier glass cleaning. CXW15, CXW155, CXW16 and CXW25 sizes not available with wash mode. Hardware option and finish must be specified. Operator handle and cover sold separately.

EXTERIOR TRIM SYSTEM

Easier Installation

- Installs independently of water management system
- No nail holes to fill
- No visible fasteners
- No painting

ENGINEERED WITH
FIBREX®

Made of Fibrex® material that is an environmentally smart composite, containing 40% pre-consumer reclaimed wood fiber by weight.



5. Roofing

Main Roof:

GAF Asphalt Architecture shingle 'Woodland'



Accent roof:

STANDING SEAM METAL GALVALUME ROOFING - COLOR: 'TERRA COTTA' (OR) 'METALLIC COPPER' SL-175 16" O.C. OVER ICE & WATER SHIELD



6. Siding & Trim

Sides and Rear Hardie select cedarmill 7" exposure



Select Cedarmill®

James Hardie Front Shingle staggered edge Navajo Beige

Color Collection	Width	Length	Thickness	ExposureWidth
Statement Collection® ^	15.250 IN	48.000 IN	0.250 IN	2.000 IN



Fascia 5/4" x 8"

Stone Veneer on Turret

Limestone

Stone Veneer: Limestone

Limestone is a tailored stone that conveys a traditional formality. It is a hand-dressed, chiseled textured stone roughhewn into a rectangular ashlar profile. The distinctive color blends of Eldorado Stone® Limestone are versatile palettes ranging from lighter soft creams and golden umbers to light coffee, sienna rusts, and more deep moss greens. Corners available.

FLATS HEIGHT 4" – 20.375" | LENGTH 1.5" – 12.5" |
THICKNESS 0.625" – 2.25"

CORNER RETURNS SHORT 2.25" – 4.25" | LONG 5.75" –
16"

Corners 5/4" x 6"



C. Siding	Material to be used:	Dimensions:
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Front : James Hardie Front Shingle staggered edge “Navajo Beige” 9” exposure

Front : Eldorado Stone Veneer – Limestone 4” x varying lengths 1.5” x 12.5”

Sides & Rear & Garage: James Hardie Cedarmill select Lap siding “Navajo Beige” 7” exposure

See Door Schedule & Proposed Exterior Materials list

H. Doors	Width: Height:
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels)

1. 3’-0” x 8’-0” Arched/Round Top - Solid wood
2. 6’-0” x 8’-0” Arched/Round Top – Solid wood
3. Andersen 6’-0” x 6’-8” Composite frame, Full-view glass

See Window Schedule & Proposed Exterior Materials list

I. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture:		
	Material:		
	Width:	Height:	Depth:

ANDERSEN 400 SERIES WINDOWS
 ALL WINDOWS TO HAVE SIMULATED DIVIDED LITE GRILLS
 WELDED DIRECTLY TO EXT. OF GLASS

EXTERIOR FRAME COLOR: 'DARK BRONZE'

VERIFY SIZES AND R.O. WITH MANUFACTURE

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TW3056	2	R.O. 3'-2 ¹ / ₈ " x 5'-8 ⁷ / ₈ "	H
CW15 TEMPERED	1	R.O. 2'-4 ⁷ / ₈ " x 5'-0 ³ / ₈ "	I
TW3452-2 EGRESS	1	R.O. 7'-0" x 5'-4 ⁷ / ₈ "	J
CW14 TEMPERED	1	R.O. 2'-4 ⁷ / ₈ " x 4'-0 ¹ / ₂ "	K
CN135-3	1	R.O. 5'-2 ¹ / ₄ " x 3'-5 ³ / ₈ "	L
TW2042 GARAGE	2	R.O. 2'-2 1/8" X 4'-4 7/8"	M

DOOR #4 & #5 HORIZONTAL EXIT DOOR BARRIER - INSULATED
 FIRE RESISTANCE RATING
 MIN. 3/4-HOUR FIRE PROTECTION
 SELF-CLOSING HINGE

EXTERIOR DOOR SCHEDULE			
SIZE	HINGE	COUNT	OPENING ID
3080 OUTSWING	L	1	1
3080	L	1	2
6080 ARCH DRS.	LR	1	3
5080	LR	1	4
FRENCH 6068 APLR	LR	1	6
9080 O.H.D GARAGE	U	1	7



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 17, 2026

Item: Report from Zoning Administrator Katie Nunez

Prepared by: Katie H. Nunez, Director of Planning & Zoning Administrator

Date: March 9, 2026

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 542 Monroe Avenue – installing fencing, pursuant to CCTC Section 32-227 (8)
- b. 610 Pine Street – installing fencing, pursuant to CCTC Section 32-227 (8)
- c. 521 Randolph Avenue – installing accessory structure, fence, and outdoor shower, pursuant to CCTC Section 32-227 (8)
- d. 521 Randolph Avenue – constructing a deck, installing a fence and pool, pursuant to CCTC Section 32-227 (8)

2) COMPLIANCE CHECKS BY ZONING COMPLIANCE OFFICER ON ISSUED CERTIFICATES OF APPROPRIATENESS (COA): None.

3) NOTICES OF VIOLATIONS ISSUED ON BEHALF OF THE HDRB: None.