



Historic District Review Board Meeting

August 18, 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 July Minutes

New Business: Applications for Certificate of Appropriateness:

5. RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:

- A. 538 Randolph Avenue
- B. Tax Map 83A4-1-1 to 7 on Randolph Avenue

6. Adjournment



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
July 21, 2026
5:00 p.m.

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

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

PUBLIC COMMENT:

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

CONSENT AGENDA:

Motion made by Member 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. 536 Randolph Avenue – to renovate the existing front porch on the single-family dwelling.
Ms. Outten read the staff report.

Alyce McCoy, the owner, was available to answer questions by telephone.

The board informed the applicant that per the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) Section 5.4.2 Handrails (2), the balustrades and handrails must be replicated based on pictorial or physical evidence. Member Cooper said that a picture of the original turned design was submitted in the packet, so the proposed square was not an in-kind design. The board agreed composite was an approved material.

Motion made by Member Cooper, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 536 Randolph Avenue on an application filed by Alyce and Andrew McCoy to renovate the front porch as follows: (1) to replace the existing wood tongue and groove flooring with new TimberTech Advanced PVC decking; (2) to replace the existing wood beadboard ceiling with a new beadboard ceiling; (3) to reinstall turned TimberTech balustrades; (4) to replace the existing wood railings with new square TimberTech Classic Composite railings; and (5) to replace the existing brick steps with new brick steps 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, Forms, & Associated Architectural Styles, Section 4.4 – Woodwork – Exterior Wall, Decorative Trim, & Porches, Section 5.4.2 – Woodwork – Porches, Section 7.1 – Alternative Materials, Section 7.2 – Flowchart for Consideration of Historic Material Replacement, and Section 7.3 – Documentation Requirements for Deteriorated Historic Features & Proposed Alternative Materials; as stated in the application dated 6/3/2026 with the designated condition that the front porch balusters must be turned per CCHDODG Section 5.4.2 Handrails (2); and per all zoning requirements. The motion was approved by a unanimous vote.

- B. *11 Park Row – to replace the front porch balustrades and windows in Unit D.*
Ms. Outten summarized the staff report.

Lee Sisson, owner and Park Place Condominium Association, Inc.’s representative, was available by phone to answer questions. Mr. Sisson clarified that the grills were not between the glass in the proposed windows and the trim would not be wrapped.

The board confirmed that the windowsills would remain intact.

Motion made by Chairwoman Glsaser, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 11 Park Row on an application filed by Lee Sission on behalf of the Park Place Condominium Association, Inc. (1) to replace the existing front porch and rear wood balustrades with composite balustrades of the same design; and (2) to replace the existing sixteen windows in Unit D with composite windows of the same configuration and two side-by-side windows with one double-hung composite window on the multi-family building; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.4 – Woodwork – Exterior Wall, Decorative Trim, & Porches, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.4.2 – Woodwork – Porches, Section 5.5.1 – Windows, Section 7.1 – Alternative Materials, Section 7.2 – Flowchart for Consideration of Historic Material Replacement, and Section 7.3 – Documentation Requirements for Deteriorated Historic Features & Proposed Alternative Materials; as stated in the application dated 5/21/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

- C. *640 Washington Avenue – to remove an existing accessory structure and construct a new accessory structure.*
Ms. Outten presented the staff report.

Bill Doughty, the owner’s representative, was available to answer questions.

The board members did not have any questions.

Motion made by Member Cooper, seconded by Chairwoman Glsaser, to approve the application for a Certificate of Appropriateness at 640 Washington Avenue on an application filed by Bill Doughty dba Village builders on the Bay, Inc. on behalf of Michael May to remove the 222 square feet one-story existing accessory structure and construct a new 520 square feet one-and-a-half accessory structure with side steps and a landing; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – New Accessory Structures Associated with a Non-contributing Primary Buildings; as stated in the application dated 5/25/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

Motion made by Chairwoman Glaser, seconded by Member Cooper, to adjourn the May 19, 2026 Historic District Review Board Regular Meeting at 5:19 p.m.

Chairwoman Kathy Glaser

Planning & Zoning Deputy



Historic District Review Board Staff Report

Agenda Title: 538 Randolph Avenue
Agenda Date: August 18, 2026
Prepared by: Tracy Outten, Planning & Zoning Deputy
Reviewed By: Rick Keuroglan, Interim Zoning Administrator
Date: August 3, 2026

Applicant: Eric and Kirstain McArdle
 represented by W & K Construction LLC

Type Of Application: Pre-Application/Certificate
 of Appropriateness

Site Address: 538 Randolph Avenue

Work to be Performed: to install brick veneer to
 the front steps and porch

Tax Map: 83A3-1-569A

Current Zoning: R-1

Lot Size: 3,735

Historic Register: CONTRIBUTING

Description: Ca. 1890, No Discernible Style

Accessory Structure: Non-Contributing

Date Application Received: June 30, 2026

Pre-Application Meeting: August 18, 2026

Date Application Deemed Complete: July 6, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): September 24, 2026

Overview:

The applicant is seeking to install a thin layer of brick veneer over the existing concrete front porch floor and steps.

Aerial Map:



Materials:

Masonry: Old Mill Thin Brick in Boston Mill Color

Staff Analysis:

Zoning Compliance:

The property is a legal, non-conforming use. The proposed project seeks to install a layer of brick veneer over the existing concrete front porch floor and steps 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 3-20 – No Discernible Style)

Page 4-11: Porches and Associated Features

Section 5.4.2: Porches

Staff Recommendation:

Staff requests that the HDRB review the application materials submitted by the applicant and determine whether the proposed installation of brick veneer on the front porch and steps of the single-family dwelling and the materials are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

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

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

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

Attachments:

Attachment 1: Application and Supporting Documents



Certificate of Appropriateness Application Renovation

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

planningtech@capecharles.org

Section 5, Item A.

Revised 02/2026

Taxes	✓pd
Violations	NA
Fee	
Decision	HDRB

Budget Code: HISTF 100-3100-1100

Budget Code VIOLATIONS: PERMZ 100-3100-1370

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature: _____

Date: _____

PART 2: PROPERTY INFORMATION

Property Address: 538 Randolph Ave, Cape Charles VA 23310 Tax Map #: 83A3-1569A

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

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Eric + Kristin Mcardle

Mailing Address: _____

Phone Number: _____

Email: _____

PART 4: APPLICANT INFORMATION

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

Name and/or Company: W&K Construction LLC

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):

ADD thin brick veneer in color similar to existing historic brick to front steps and porch to improve aesthetics and Durability. No alterations to existing structure shape or size will be made.

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

Stories: Building height: Footprint: Gross square footage:

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

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work:
Existing Material:	Proposed Material:
Pitch:	Pitch:
Gutters & Downspouts: (Pictures of Location & Material Specs)	Solar: (Pictures of Location & Material Specs)
Proposed Work:	Proposed Work:
Proposed Material:	Proposed Material:
Other / Additional Notes:	

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

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

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

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

Indicate the reason for change:

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

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

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

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

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

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

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

Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/Add Skirting ☐ Repair/Add Screening

☐ Flooring = ☐ Alter ☐ Replace ☐ Repair ☐ Columns = ☐ Alter ☐ Replace ☐ Repair

☐ Balustrade = ☐ Alter ☐ Replace ☐ Repair ☐ Ceiling = ☐ Replace ☐ Repair ☐ Skirting = ☐ New ☐ Replace ☐ Repair

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

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

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

Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____
CEILING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
COLUMNS	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Design:	Proposed Material & Design:
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: _____ Width: _____ Diameter: _____

CONTINUE COMPLETING THIS SECTION ON PAGE 4

BALUSTRADE

Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
Existing Style / Design:	Proposed Style / Design:

SCREENING

Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material:

SKIRTING

Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material:

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

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: ☒ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material: <u>Concrete</u>	Proposed Material: <u>Brick veneer</u>
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.):

Just putting Brick veneer over existing stepsStoop to be: Repaired Replaced ☐ Altered

Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Size:	Proposed Material & Size:

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

Number of Railings to be: Repaired Replaced ☐ Altered

Location (Attach pictures; Survey may be requested):

Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	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 GUIDELINESType of work: ☐ Minor Repair ☐ Full Re-Siding (same material) ☐ Full Re-Siding (Change of material)

Location (Attach diagram & pictures):

Existing Siding	Proposed Siding
Original to the home: ☐ Yes ☐ No ☐ Not sure	
Existing Material:	Proposed Material:
Dimensions: Thickness: Width:	Dimensions: Thickness: Width:
Indicate the reason for change, e.g., underlying material condition, rot:	

H. TRIM WORK ☒ **Not applicable** SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINESType of work: ☐ Minor Repair ☐ Alteration

Location (Attach diagram & pictures):

Existing Trim	Proposed Trim
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	
Existing Material:	Proposed Material:
Dimensions: Width: Height: Depth:	Dimensions: Width: Height: Depth:
Style / Design:	Style / Design:
Reason for repair or alteration (change of material or design):	

I. MASONRY ☒ **Not applicable** SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINESType of work: ☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing

Location (Attach diagram & pictures):

Existing Masonry	Proposed Masonry
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	
Existing Material:	Proposed Materials:
Existing mortar: Joints:	Mortar to be used: Mortar joints:
Other / Additional Notes: (Unpainted masonry cannot be painted.)	

Existing Chimney	Proposed Chimney
Show location and document conditions with photographs	☐ Repair ☐ Remove ☐ Add a chimney cap
Indicate the reason for change and materials:	

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

Location (Attach Site Plan/Survey & pictures):

☐ Driveway:	Length:	Width:	Materials:
☐ Walkway:	Length:	Width:	Materials:
☐ Other Paving:	Length:	Width:	Materials:

K. FENCE OR WALL ☒ **Not applicable** SEE SECTION 9.2 OF THE HISTORIC DISTRICT DESIGN GUIDELINESType of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ____ ☐ Different in style or material ____

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

Existing Material:

Proposed Material

Height:

Height:

Describe the style:

Describe the style:

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

Location (Attach Site Plan/Survey & pictures):

☐ Deck: Length: Width: Materials:☐ Patio: Length: Width: Materials:**M. APPURTENCES** ☒ **Not applicable** SEE SECTION 9.4 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach Site Plan/Survey & pictures):

☐ New ☐ Repair ☐ Replacing ☐ Other:Outdoor Shower: ☐ Enclosed Length: Width:

Material:

Foot Pad Material:

Other, describe:

Dimensions:

Material

Other:

Dimensions:

Material

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

Applicant's signature: Wayne BurchDate: 6-29-26

Zoning Administrator's signature: _____

Date: _____

Town Code Chapter 32, Article VIII, Section: _____

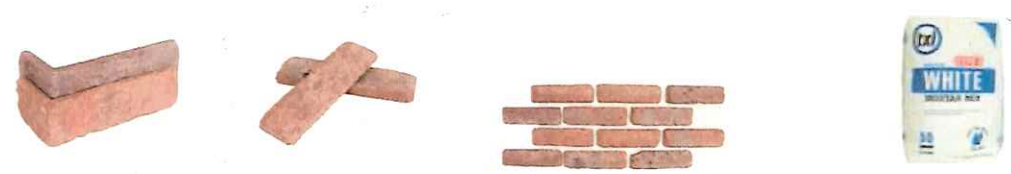






Materials List
538 Randolph Masonry

- Corners:** Old Mill Thin Brick in Boston Mill Color
Filler: Old Mill Thin Single Bricks in Boston Mill Color
Flat Flooring Area: Old Mill Thin Brick Sheets in Boston Mill Color (3/8" Joint)
Mortar: TXI Type S Mortar in White in 3/8" Joint



Example Layout:





Historic District Review Board Staff Report

Agenda Title: Tax Map 83A4-1-1 to 7 on Randolph Avenue

Agenda Date: August 18, 2026

Prepared by: Tracy Outten, Planning & Zoning Deputy

Reviewed By: Rick Keuroglan, Interim Zoning Administrator

Date: August 3, 2026

Applicant: Municipal Corporation of Cape Charles represented by Rick Keuroglan	Type Of Application: Pre-Application/Certificate of Appropriateness
Site Address: Randolph Avenue	Work to be Performed: to construct a new two-story building
Tax Map: 83A4-1-1 through 7	Current Zoning: C-2
Lot Size: 39,200	Historic Register: Not Listed
	<i>Description: NA</i>
	<i>Accessory Structure: NA</i>

Date Application Received: July 6, 2026

Pre-Application Meeting: August 18, 2026

Date Application Deemed Complete: July 6, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): September 24, 2026

Overview:
The applicant is seeking to construct a new 8,886-square-foot two-story municipal building.

Aerial Map:**Materials:****Foundation:** Concrete with Brick Veneer**Roof:** Pitch: 6/12, Standing Seam Metal**Siding:** Cementitious Lap, 8.5", 7" reveal; **Battens & Trim:** Cementitious; **Front:** Triangle Brick Southampton; Brackets: PVC**Front Columns:** Square PVC**Doors:** Steel **Front:** 3' x 7' 2/2 Glass Panels with 2 Lites on top; **Garage:** 10' x 12' 6-Lite;**Misc.:** 3' x 7' Narrow Lite**Windows:** Prefinished Aluminum 2/2**Gutters & Downspouts:** Prefinished Aluminum**Signage:** Metal Lettering on front of building**Screening:** Composite Picket around the refuse receptacles**Staff Analysis:****Zoning Compliance:**

The property is a legal, conforming use. The proposed project seeks to construct a new 8,886-square-foot two-story municipal building. 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 5.13: New Construction of Primary Buildings

Staff Recommendation:

Staff requests that the HDRB review the application materials submitted by the applicant and determine whether the proposed new municipal building 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: Zoning Checklist C-2

Attachment 2: Application and Supporting Documents

DECISION OF ZONING REVIEW

BY: Tracy Outten, Planning & Zoning

Deputy

DATE: July 29, 2026

REVIEW DONE FOR: COA

COMMENTS: Parking: None per TC,
Sec. 3295

DECISION: APPROVED

Section 5, Item B.

ZONING REVIEW CHECKLIST
Commercial District C-2

Address of Property	Randolph Avenue
Property Owner's Name	Cape Charles, the Town of a Municipal Corporation
Tax Map #	83A4-1-1, 2, 3, 4, 5, 6, 7
Seeking Permit for:	New 8,886 sq. ft, 2-story municipal building

- ☒ Verify that the proposed use is a use allowed by right: All uses as allowed in C-1 and C-2, and any other commercial or professional compatible use: **New 8,886 sq. ft, 2-story municipal building (public facilities).**
- ☒ 1) Site Plan submitted? If not, have Applicant prepare and complete Site Plan in compliance with Appendix C. **MAS dated 04/10/2026**
- ☒ 2) Lot & Dwelling Size & LOT COVERAGE

<u>ORDINANCE REQUIREMENT</u>	
Lot Size	LOT COVERAGE (Section 32-76 (e))
60' x 150' (9,000 sq. ft.) 280' x 140' (39,200), 7 lots	The sum of the footprint square footage of all buildings on the lot shall be less than 50% of the total lot square footage
<u>NOTES: - Ordinance adopted 12/19/2024</u> (a) Patios, Porches, Decks, Attached Garages & Detached Accessory Structures are not included in the calculation of the dwelling unit square footage. (b) If multiple lots are used, see Town Code Chapter 32, Article IV, Section 32.91 (e) (7 & 8) for additional Lot Coverage Rules (c) If lot smaller than 5,600 sq ft, the total footprint area of all accessory building lot coverage shall not exceed ten percent (10%), per Town Code Chapter 32, Article IV, Section 32.91 (e) (12).	

LOT SIZE	BUILDING SQ FT	ACCESSORY STRUCTURE SQ FT	TOTAL SQ FT OF ALL BUILDINGS	LOT COVERAGE CALC	In Compliance or Not?
39,200	8,886	0	8,886	23%	YES

- ☒ 3) Setbacks
- (a) Front: Shall be determined by the average setback of the existing built-up commercial area: **PREVAILING 53 ft.**
- (b) Side: 10 ft: **Actual: West: 24 ft. East: 92 ft.**
- (c) Rear: 10 ft or prevailing rear yard if less: **15 ft.**
- NOTES:
- *DECKS & PATIOS NOT ALLOWED IN FRONT YARD;*
 - *See Section 32-91 (f) for Projections Allowed in Required Setbacks.*
- ☒ 4) Is there a fence/wall? **FENCE or WALL INDICATED. (SCREENING ONLY)**
- If yes, then minimum distance of 2 ft from any sidewalk, alley or public right of way; must be 1 inch from adjacent property boundaries.
- If yes, max height for rear fence is 6 ft & max height for side and/or front yard fence is 4 ft.
- ☒ 6) Minimum Lot Width – 280 ft.
- ☒ 7) Height Restrictions for Main Structure/House: 35 ft' height max: **Actual: 33 ft. 2 stories per** (see Sec. 32-91 (c) for exceptions)
- ☐ 8) Development Standards – HISTORIC DISTRICT REVIEW BOARD (HDRB) determines compliance with Historic District Guidelines and Overlay District Requirements
- a) Proportions – 1:1 to structures in neighborhood: **YES**
- b) Scale and orientation: **YES**
- c) Roof Pitch – prevailing standard or 8:12: **Actual: 6:12**
- d) Windows & Doors: **YES**
- All 1st-floor facades shall have large glass areas which denote mercantile use & should be 50% glass: **Pre-finished Aluminum Storefront 2/2**
 - Exterior doors should be paneled or have glass panels; flush doors not allowed. Glass **Pre-finished Aluminum Storefront, Narrow-lite Metal, Steel 6-lite Garage**

ACCESSORY STRUCTURES ONLY – Additional Requirements: NOT APPLICABLE

- ☐ 9) ACCESSORY STRUCTURE – Additional Requirements
- a) Not located in front or side yard: _____
- b) No closer than 5 ft to any alley line: _____
- c) No closer than 2 ft to any side or rear lot line: _____
- d) If lot frontage is less than 80 ft, then the sum of all accessory buildings shall be less than the footprint of primary residence or 550 sq. ft, whichever is the lesser: _____
- e) If lot frontage is greater than or equal to 80 ft, the sum of all accessory buildings shall be less than the footprint of the primary residence or 660 sq. ft., whichever is less: _____
- ☐ 10) Height Restrictions for Accessory Structures:
- a) If house is no more than one story above grade, the height of Accessory Structure cannot be taller than house (*Town Code Chapter 32, Article IV, Section 32.91 (e) (9)*): _____
- b) If house is more than one story above grade, then Accessory Structure shall be no higher than 2/3 the height of the main structure or 24 ft, whichever is less (*Town Code Chapter 32, Article IV, Section 32.91 (e) (10)*): _____

☐ 11) Distance between Accessory Structure and Main Building – min of 15 ft.:

☐ 12) PHYSICAL CHARACTERISTICS: Will there be an accessory dwelling?
 a. Accessory dwellings shall be located in an accessory building.
 b. Accessory dwellings shall not have a floor area exceeding forty-five (45) percent of the floor area of the main building.

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

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

☐ 13) Occupancy characteristics for Accessory Dwelling Units – Affidavit signed and submitted re: NO STRS/no TRANSIENT OCCUPANCY – _____



Certificate of Appropriateness Application

New Construction

Planning & Zoning Department
Cape Charles, VA 23310

757-331-3259 xj6
planningtech@capecharles.org

Budget Code: HISTF 100-3100-1100

Section 5, Item B.

Revised 6/1/202c

Taxes	PD
Violations	NA
Fee	NA
	HDRB
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.

- | | | |
|--|---|--|
| ☒ 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: _____

Date: _____

PART 2: PROPERTY INFORMATION

Property Address: _____

Tax Map #: 8344-1-1 →

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

Zoning District: C-2

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Town of Municipal Corporation of Cape Charles

Mailing Address: _____

Phone Number: _____

Email: _____

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.):
New Municipal Building

PART 6. NEW CONSTRUCTION

See Section 5.13 of the Historic District Design Guidelines

First Floor Building Area (sq. ft.): 8886		Total Gross Floor Area (sq. ft.): 15176	
Front Building Setback (ft.): 54'		Building width (ft.): 138'	
Building Height	Feet: 33'	Stories: 2	Roof pitch: 6/12
A. Foundation	Material to be used: concrete w/ brick veneer		
B. Roofing	Material to be used: metal standing seam		
	Chimney? ☒ No ☐ Yes - Number _____ Materials:		
C. Siding	Material to be used: cementitious lap	Dimensions: 8.5", 7" reveal	
D. Steps	Material to be used: N/A		
E. Railing	Style and Material to be used: N/A		
F. Porch	Length: N/A Width:		
	Material to be used: Floor:		Skirting:
	Columns? ☐ No ☒ Yes - Number 4 Style & Materials: Square, PVC		
G. Deck	Length: N/A Width:	Material to be used:	
H. Doors	Width: 3' Height: 7' qty. 7 single Narrow-lite Metal		
	Width: 6' Height: 7' qty. 2 double Glass Prefinished Aluminum Storefront		
	Width: 10' Height: 12' qty. 2 garage 6-lite Steel		
I. Windows	Material: Aluminum 4 2/2		
	Width: 4'	Height: 5'4"	Depth: 4.5" 52
	Width: 4'	Height: 4'2"	Depth: 4.5" 4
	Width: 4'	Height: 2'0"	Depth: 4.5" 3

J. Trim	Material to be used: cementitious panel Dimensions: 5/4 x 8"
K. Hardscape	Indicate the placement and dimensions of any of the following on your site plan. Driveway: ☐ No ☒ Yes – Materials: <u>asphalt</u> Walkway: ☐ No ☒ Yes – Materials: <u>concrete</u> Fence: ☐ No ☒ Yes – Materials: _____ Patio: ☐ No ☐ Yes – Size: _____ Materials: _____ Outdoor shower: ☐ No ☐ Yes – ☐ Not Enclosed ☐ Enclosed – Materials _____ Pool: ☐ No ☐ Yes Accessory Structure: ☐ No ☐ Yes – Complete an additional COA application for the structure

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

The building site is near the eastern edge of the Historic District Overlay. The scale and mass of the building is consistent with the nearby buildings on the south side of Randolph Avenue, some of which are two stories, and that of the former grocery store to the east on the north side of Randolph Avenue. Parking in front of the building is consistent with the existing buildings on both the north and south sides of Randolph Avenue, as well as Chesapeake Properties and Rayfield's Pharmacy on Fig Street. Architectural features, such as metal standing seam roof on the main structure, parapet roof on the garage, and low roof overhanging the main entrance, garage entrance and walkways, are consistent with building features found in the neighborhood and throughout the Historic District Overlay, particularly in the C-1 and C-2 districts. This new construction design is sympathetic to the surrounding neighborhood.

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

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 ZŃes, including fire, sewer and watercŃes, 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: Rick Kangel

Date: 8/5/2024

Zoning Administrator's signature: _____

Date: _____

NEW WORK KEYNOTES:

1. VDOT CG-2
2. VDOT CG-6
3. VDOT CG-12 TYPE B
4. FLUSH CURB
5. GOLF CART PARKING
6. CURB WIFE DOWN
7. CONCRETE SIDEWALK
8. 12'x6' TRASH ENCLOSURE. REFER TO C-503
9. FLAG POLE CONCRETE PAD
10. CONCRETE ENTRANCE
11. 4" WHITE PAINT STRIPE ROAD MARKING (TYP)
12. ACCESSIBLE PARKING MARKING (TYP)
13. PAVEMENT PATCH
14. "POLICE PARKING ONLY" SIGN
15. "LOADING/UNLOADING ONLY" SIGN
16. VAN ACCESSIBLE HO PARKING SIGN (TYP OF 2)
17. 24" WHITE STOP BAR
18. STOP SIGN. REFER TO SHEET C503
19. GENERATOR PAD. GENERATOR NOT IN CONTRACT. OWNER TO FURNISH
20. LIGHT POLE (TYP OF 27). REFER TO LIGHTING PLAN. NOT IN CONTRACT. OWNER TO FURNISH
21. CONCRETE WHEEL STOP (TYP OF 5)
22. BOLLARD. REFER TO C-503
23. PROPANE TANK CONCRETE PAD
24. BICYCLE RACK
25. CURB WIFEDOWN. REFER TO CG101 AND C-503

LIMITS OF DISTURBANCE

PAVEMENT LEGEND:

ASPHALT PAVEMENT LIGHT DUTY HEAVY DUTY



2" ASPHALT MILL AND OVERLAY



CONCRETE PAVEMENT



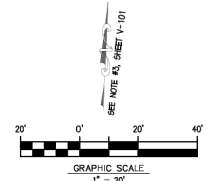
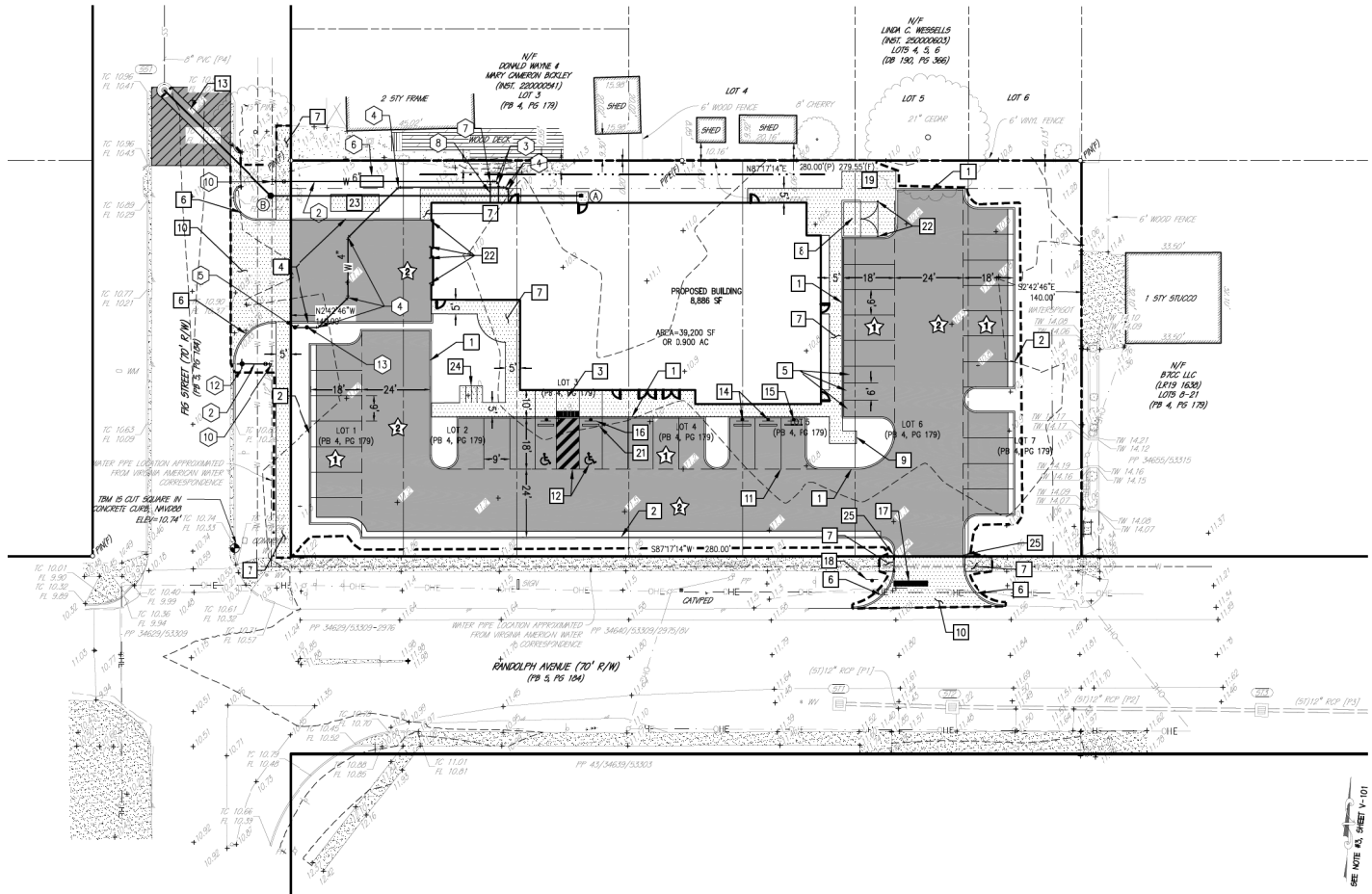
UTILITY KEYNOTES:

1. 8" C900 PVC
2. 6" C900 PVC
3. 6" 45° BEND
4. 4" 45° BEND
5. FIRE DEPARTMENT CONNECTION
6. 6" SENSUS OMNI C2 COMBINATION METER OR APPROVED EQUAL AND VAULT. COORDINATE WITH TOWN ON FINAL SELECTION.
7. 6"x2" TEE
8. 2" C900 PVC
9. 4" C900 PVC DRY LINE TO FDC
10. 12"x6" TAPPING SLEEVE AND VALVE
11. 6"x6" REDUCER
12. FIRE HYDRANT
13. POST INDICATOR VALVE

RESTRAIN LENGTH CHART

PART	RESTRAIN LENGTH
6" X 2" TEE:	2' ALL PIPES
6" 45° BEND:	4' BOTH PIPES
4" 45° BEND:	3' BOTH PIPES
4" FDC:	19' FROM DEAD END

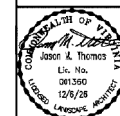
PROPOSED SANITARY SEWER SCHEDULE	
ID	STRUCTURE & PIPE INFO
A	SS CLEAN OUT RM=11.37 NV(B)=5.33 (6" SDR26 PVC) A TO B, 110 LF - 6" SDR26 PVC @ 1.00%
B	SS MANHOLE RM=11.19 NV(SS1)=4.13 (6" SDR26 PVC) NV(A)=4.23 (6" SDR26 PVC) B TO SS1, 53 LF - 6" SDR26 PVC @ 1.00%
SS1	EXISTING SS MH RM=3.97 NV(B)=3.60 (6" SDR26 PVC)



DATE	APPROVED	CHECKED	DRAWN	DATE
04/10/2028				

SITE PLAN OF
CAPE CHARLES MUNICIPAL BUILDING
TOWN OF CAPE CHARLES
VIRGINIA

SHEET
CS101
4 of 15 Sheets
SCALE: 1"=20'
PROJ. NO.: 22057A



DESIGNED	JMT
PROGRAM	JMT
CHECKED	JUN
APPROVED	JMT
DATE	12/6/2016

[illegible]

FINES

TOWN OF CAPE CHARLES

LANDSCAPE PLAN
OF
CAPE CHARLES MUNICIPAL BUILDING

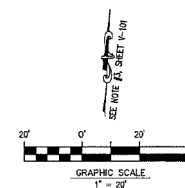
SHEET
LP101

SCALE: 1"=20'

PROJ. NO.: 22057A



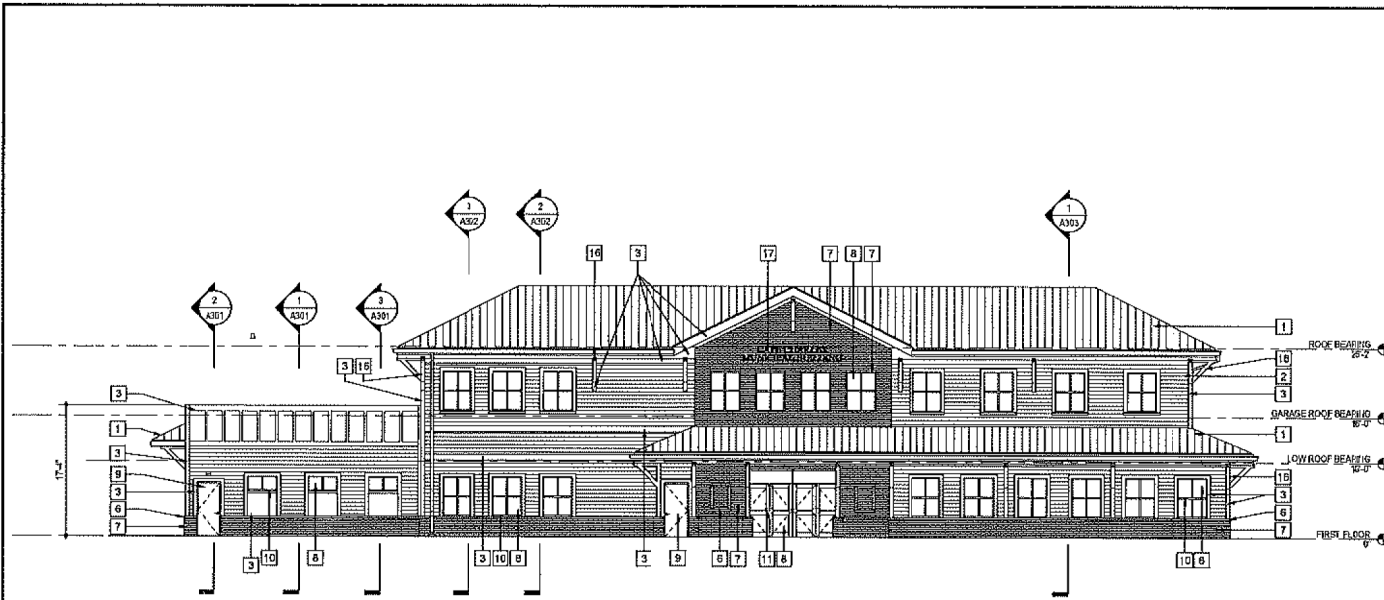
Painted Fern
Landscape Architecture
1716 Pleasure House Road, Ste. 105
Virginia Beach, VA 23455
757.962.4604



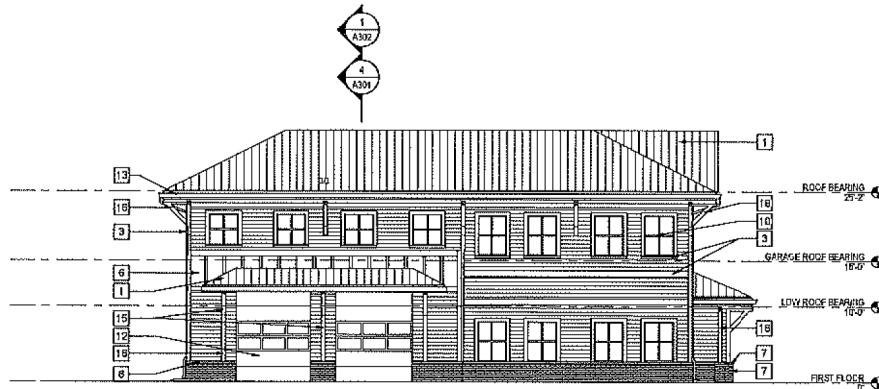
REQUIRED GREEN AREA: (TOTAL SITE AREA: 66,752 SF x 10%)	6,675 SF
PROVIDED GREEN AREA:	10,670 SF
REQUIRED GREEN AREA: (BETWEEN BUILDING & ROAD)	3,338 SF
PROVIDED GREEN AREA: (BETWEEN BUILDING & ROAD)	6,043 SF
REQUIRED TREES: (1 TREE/400 SF GREEN AREA)	27
PROVIDED TREES:	27



- Metal Standing Seam Roof – Sentriclad Charcoal
- Cementitious Lap Siding – Benjamin Moore AF-705 Cinder
- Cementitious Trim – Benjamin Moore OC-151 White
- Brick Veneer – Triangle Brick Southampton



SOUTH ELEVATION
1/8" = 1'-0"



WEST ELEVATION
1/8" = 1'-0"

ELEVATION NOTES

- 1 METAL STANDING SEAM ROOF
- 2 CEMENTITIOUS LAP SIDING
- 3 CEMENTITIOUS TRIM
- 6 CEMENTITIOUS PANEL SIDING WITH CEMENTITIOUS BATTENS
- 7 BRICK VENEER
- 8 INSULATING GLASS
- 9 HOLLOW METAL DOOR AND FRAME
- 10 PREFINISHED ALUMINUM STOREFRONT WINDOW
- 11 PREFINISHED ALUMINUM STOREFRONT DOOR
- 12 STEEL SECTIONAL OVERHEAD DOOR
- 13 PREFINISHED ALUMINUM GUTTER/DOWNSPOUT
- 15 PAINTED STEEL BRACKET
- 16 PVC BRACKET
- 17 EXTRUDED ALUMINUM LETTERS

EXTERIOR COLOR SCHEDULE

ITEM	COLOR
BRICK COLOR	TRIANGLE BRICK SOUTHAMPTON
MORTAR AT BRICK	TBD
ARCHITECTURAL CAST STONE	TBD
PART AT LAP SIDING	BENJAMIN MOORE AFTON OFFICE
PART AT TRIM	BENJAMIN MOORE OC-151 WHITE
METAL STANDING SEAM ROOF	SENTRICLAD CHARCOAL
TRIM, GUTTERS, DOWNSPOUTS	TBD
STOREFRONT FRAMING	TBD
STOREFRONT DOORS	TBD
GLAZING	TBD
HOLLOW METAL DOORS	TBD
OVERHEAD DOORS	TBD
BOLLARDS	TBD

HBA
ARCHITECTURE
INTERIOR DESIGN



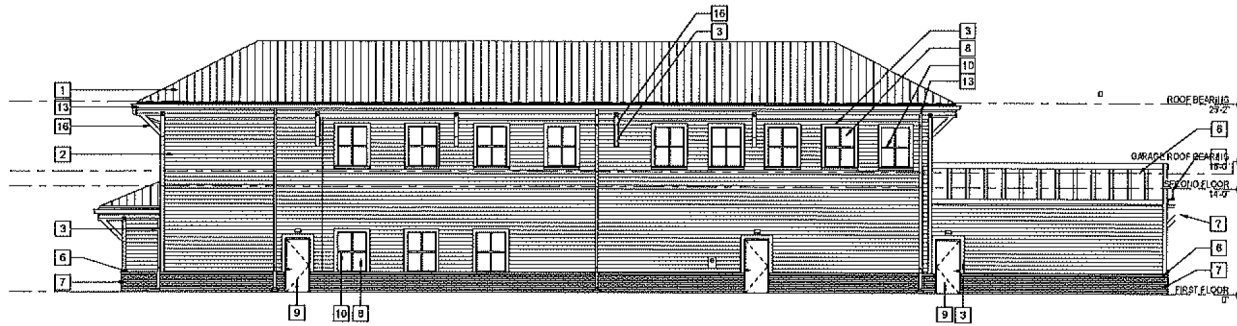
BID / CONSTRUCTION SET

TOWN OF CAPE CHARLES
MUNICIPAL OFFICE BUILDING
CAPE CHARLES, VIRGINIA
EXTERIOR ELEVATIONS

BID / CONSTRUCTION SET	DATE: 04/10/2024

21074

A201



NORTH ELEVATION

1/8" = 1'-0"



EAST ELEVATION

1/8" = 1'-0"

ELEVATION NOTES

- 1 METAL STANDING SEAM ROOF
- 2 CEMENTITIOUS LAP SIDING
- 3 CEMENTITIOUS TRIM
- 6 CEMENTITIOUS PANEL SIDING WITH CEMENTITIOUS BATTENS
- 7 BRICK VENEER
- 8 INSULATING GLASS
- 9 HOLLOW METAL DOOR AND FRAME
- 10 PREFINISHED ALUMINUM STOREFRONT WINDOW
- 11 PREFINISHED ALUMINUM STOREFRONT DOOR
- 12 STEEL SECTIONAL OVERHEAD DOOR
- 13 PREFINISHED ALUMINUM GUTTER/DOWNSPOUT
- 15 PAINTED STEEL BRACKET
- 16 PVC BRACKET
- 17 EXTRUDED ALUMINUM LETTERS



BID / CONSTRUCTION SET

TOWN OF CAPE CHARLES
MUNICIPAL OFFICE BUILDING
CAPE CHARLES, VIRGINIA
EXTERIOR ELEVATIONS

BID / CONSTRUCTION SET	DATE/2006

21074

A202

EXISTING NEIGHBORING PROPERTIES

Section 5, Item B.

745 Randolph Avenue



710 & 712 Randolph Avenue



7 Fig Street



1 Fig Street



2 Fig Street

Section 5, Item B.

