



Historic District Review Board Meeting

December 16, 2025 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 - 9/16/ 2025 Regular Meeting

New Business: Applications for Certificate of Appropriateness:

5. RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:

- A. 618 Monroe Avenue

6. Other Business

- A. Monthly Report from Zoning Administrator Katie Nunez

7. Adjournment

File Attachments for Item:

B. Approval of Minutes - 9/16/ 2025 Regular Meeting



HISTORIC DISTRICT REVIEW BOARD
Regular Meeting
Cape Charles Civic Center
September 16, 2025
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 Chairwoman Glaser, members present were Joan Cooper and Patricia James. Ken Monarch arrived after roll call. Kathy Glaser was not in attendance. Also, in attendance were Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Town Clerk Libby Hume, and the applicants. There were no members of the public in attendance, and two viewers on Facebook Live.

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 James, to approve the agenda format and the minutes from the June 17, 2025, and the July 15, 2025 Historic District Review Board Regular Meetings as presented. The motion was approved by a unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

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

- A. *108 Monroe Avenue: Elizabeth and James Sutphen – to replace the existing front and rear porch flooring and front steps.*

Ms. Outten summarized the staff report.

Ms. Sutphen was contacted by telephone but due to connection issues was unable to participate in the meeting.

The board discussions and questions were as follows: (i) Member James asked about the subflooring material that was the cause of the flooring issues. Jesse Philpot, a contractor that had completed some repairs on this porch, said the wood joists were the issue. (ii) Ms. Outten read Chairwoman Glaser’s written comments into the record. (Please see attached.)

Motion made by Member James, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 108 Monroe Avenue on an application filed by Elizabeth and James Sutphen to replace the existing wood flooring with TimberTech tongue and groove composite decking on the following: (i) the 250 square feet front porch, (ii) 80 square feet front steps, and (iii) 100 square feet back porch on the single-family home as the alternate material does not have an effect on the architectural design of the porch and repairs to the existing wood have been done in the past and not an option now; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types & Associated Architectural Styles: American Foursquare, Section 4.2 – Roofs, Section 4.3 – Masonry – Exterior Wall, Foundation, & Chimneys, Section 4.4 – Woodwork: Porches and Associated Features, Section 5.4.2 – Porches, and Section 7.1, 7.2, and 7.3 – Alternative Materials; as stated in the application

dated 6/26/2025, with the designated condition that the porch floor must be replaced per Section 5.4.2, Page 5-17 of the HDODG; and per all zoning requirements. The motion was approved by a unanimous vote.

- B. *552 Monroe Avenue: Edmund Pickup and Lynda Whitehead represented by Jesse Philpot dba Philpot Construction LLC – to replace the front and rear second-floor porch roofs.*

Ms. Outten presented the staff report.

Jesse Philpot, the applicant’s representative, summarized the owner's explanation that a new material was being proposed because the existing flat lock tin was no longer available, and asked if the board had questions.

The board discussion and questions were as follows: (i) Member Cooper agreed with the use of architectural shingles since the existing material was no longer available. Mr. Philpot added that copper or metal would not work. (ii) Mr. Philpot added that neighboring houses have replaced the original slate roof material with shingles. Member James agreed that the existing material could not be saved, and the alternative material was the only option. (iii) Ms. Outten read Chairwoman Glaser’s written comments into the record. (Please see attached.)

Motion made by Member Cooper, seconded by Member James to approve the application for a Certificate of Appropriateness at 552 Monroe Avenue on an application filed by Jesse Philpot on behalf of Edward Pickup and Lynda Whitehead, to replace the existing flat lock tin front porch and rear second-story porch with architectural shingles; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types & Associated Architectural Styles: Victorian Styles, Section 4.2 – Roofs, Section 5.2 – Roofs, and Section 7.1, 7.2, and 7.3 – Alternative Materials; as stated in the application dated 7/21/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

- C. *216 Washington Avenue: Charlotte Whitney – to replace and increase the size of two windows and to install a driveway.*

Ms. Outten read the staff report and informed the board that, although zoning approval has not been obtained for the driveway, an updated site plan was required; the review of materials can still be done.

Charlotte Whitney, the applicant, was available to answer questions.

The board discussion and questions were as follows: (i) Member James asked the age of the home. Ms. Whitney answered in 2019. (ii) Vice-Chairwoman Wright thought the windows were consistent. (iii) Ms. Outten read Chairwoman Glaser’s written comments into the record. (Please see attached.) Member James agreed with her comment that the HDODG Section 9.1.4 states a concrete driveway was appropriate, but the concrete should be scored or exposed aggregate.

Motion made by Member James, seconded by Vice-Chairwoman Wright, to approve the application for a Certificate of Appropriateness at 216 Washington Avenue on an application filed by Charlotte Whitney, (1) to replace two existing 2/2, 2’8” x 1’10” x 3” deep vinyl windows with two taller 2/2, 2’8” x 4’6” x 3” deep vinyl windows on the single-family home; and (2) to install a driveway per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 5.11 – Windows & Associated Features, and Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving; as stated in the application dated 8/5/2025, with the designated condition that the concrete driveway must be scored or exposed aggregate per the HDODG Section 9.1 (4); and per all zoning requirements. The motion was approved by a unanimous vote.

- D. *116 Pine Street: Martine Richardson dba Legacy Holds II LLC – to renovate the exterior of the existing single-family home and to construct a second-story rear deck.*
Ms. Outten summarized the staff report.

Martine Richardson, the applicant, participated via telephone to answer questions.

The board discussion and questions were as follows: (i) Member Cooper had the following comments and questions: (1) The proposed shutters need to follow the HDODG for shutters on page 5-21. (2) Is the rear roof line going from sloped to flat? Ms. Richardson answered yes, the roofline needed to accommodate the proposed new upper deck. (ii) Member James asked for more details on the proposed rear deck door that was replacing a window on the second floor of the house. Ms. Richardson explained that the window opening height would be enlarged to fit the new door. (iii) Ms. Outten read Chairwoman Glaser’s written comments into the record. (Please see the attached.) (iv) Vice-Chairwoman Wright confirmed that the existing siding consisted of asbestos shingles. (v) There was some discussion on whether or not the existing enclosed porch had been an open front porch originally. Member James commented that the front porch should have turned spindle-style balustrades to fit the characteristics of the home per the HDODG Section 3.2, page 3-12.

Motion made by Member James, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 108 Monroe Avenue on an application filed by Martine Richardson dba Legacy Holds II LLC to renovate as follows: (1) Replace existing: (i) shingle roof with new shingles, (ii) aluminum gutters and downspouts with new aluminum, and (iii) wood trim with new hardie board; (2) Repair existing (i) asbestos siding, (ii) brick skirting, and (iii) windows; (3) Construct a new second story rear deck; and (4) Install wood shutters on the two-story 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, Section 4.2 – Roofs, Section 4.3 – Masonry – Exterior Wall, Foundation, & Chimneys, Section 4.4 – Woodwork: Exterior Walls, Decorative Trim, & Porches, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.2 – Roofs, Section 5.4 – Woodwork: Exterior Walls, Decorative Trim, & Porches, 5.5.1 – Windows, Section 5.5.2 – Doors, Section 5.5.4 – New Window & Door Openings, Section 5.6 – New Additions to Contributing Buildings,, and Section 7.1, 7.2, and 7.3 – Alternative Materials; as stated in the application dated 8/14/2025 with the following designated condition (1) the front porch must have turned spindle style balustrades to fit the characteristics of the home per HDODG Section 3.2, page 3-12 Folk Victorian and (2) the proposed fixed shutters must be installed in a manner which appears operable per HDODG Section 5.5.1, page 5-21; and per all zoning requirements. The motion was approved by a unanimous vote.

- E. *Tax Map #83A1-1-20 on Washington Avenue: Richard Sasso and Maria Aillon represented by Altruistic Design – to construct a new single-family home, rear patio, enclosed outdoor shower, an accessory structure, and install a fence.*
Ms. Outten read the staff report.

Richard Sasso, the owner, was available by phone to answer questions.

The board discussion and questions were as follows: (i) Ms. Outten read Chairwoman Glaser’s comments into the record. (Please see the attached.) (ii) Vice-Chairwoman Wright confirmed that the steppingstone path would be a type of stone. (iii) Member James asked if the applicant understood the comment that the HDODG Section 9.1.4 states a concrete driveway was appropriate, but the concrete should be scored or exposed aggregate.

Motion made by Member Cooper, seconded by Member James, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-1-20 on Washington Avenue on an application filed by Altruistic Design on behalf of Richard Sasso and Maria Aillon to construct a new 1,050 square feet two-story single-family home, a 440 square feet rear raised patio, a 12 square feet enclosed rear outdoor shower, and a 150

square feet accessory structure; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 5.13 – New Construction of Primary Buildings, Section 6.3 – New Accessory Structures/ADUs Associated with New Construction, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), Section 9.3 – Decks, Ramps, & Patios, Section 9.4 – Appurtenances, and Section 9.5 - Landscaping; as stated in the application dated 8/4/2025 with the following designated condition that the concrete driveway must be scored or exposed aggregate per the HDODG Section 9.1 (4); and per all zoning requirements. The motion was approved by a unanimous vote.

OTHER BUSINESS:

- A. *Report from Zoning Administrator Katie Nunez*
Ms. Outten updated the board on (1) Administrative Approvals as follows: (i) Roof: 501 Jefferson Avenue; (ii) Other: 512 Madison Avenue; 541 Madison Avenue; 547 Mason Avenue; 115 Randolph Avenue; 409 Randolph 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.
- B. Discussion Item: Board thoughts on the National Alliance of Preservation Summer Virtual Training. The board decided to delay the discussion of the training until all members were present.
- C. Staff to update Board on Town Council’s Proposed Amendments to Zoning Ordinance Article VIII and the Historic District Overlay Design Guidelines.
Ms. Outten informed the board that this was for informational purposes only.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to adjourn the September 16, 2025 Historic District Review Board Regular Meeting at 5:53 p.m.

Vice-Chairwoman Elizabeth Wright

Planning/Zoning Assistant Preservation & Zoning Administrator

September 16, 2025 Written comments submitted by Chairwoman Glaser

Notes

Approve minutes from meeting 6/17/2025 and 7/15/2025

NEW BUSINESS

108 Monroe -

While Materials are approved based on section 7.1, 7.2, 7.3 of the Historic guidelines, it should be noted that no sample or picture of materials were provided.
Recommend approval of application for Certificate of Appropriateness.

552 Monroe Ave-

Since the existing roof is a historic material of flat lock tin, Section 5.2.1 states replacement of historic roofing should be in kind. Section 5.2.2 states if historic material is no longer available, alternative material should convey scale and texture that is similar and visually indistinguishable. Based on the photographs of the existing roof, Asphalt shingles do not meet the criteria. Therefore I cannot recommend approval of replacement with shingles. Suggest applicant look at other more appropriate materials and reapply.

216 Washington

Windows - based on Section 5.5.1 The replacement is more consistent with the style and character of the house. Do the windows have external munitions? (Not between the glass) Ifm so I recommend approval of replacements.

Driveway - Section 9.1.4 states concrete is appropriate but should be scored or exposed aggregate. The large amount of concrete near the front of the house combined with the concrete sidewalks on either side is not in keeping with the historic character and is unattractive. Would the owner be willing to substitute an alternative material?

116 Pine Street -

Roof - what kind of shingles? If Architectural Shingles I recommend approval based on guidelines Section 4.2.

Door - materials meet guidelines 5.5.2 . Recommend approval.

Windows - repair existing and replace 2 on deck with door. Approved per Section 5.5.1. Change to door acceptable because it is on rear and not visible by street.

Gutters, trim, approved per Section 5.4

Porch approved per Section Section 4.4 and Section 5.4

Rear deck approved per Section 5.6

Recommend approval for Certificate of Appropriateness.

Washington Ave

New construction. All material meet guideline Section 5.13. Siding design is different from traditional siding in Cape Charles but since this is new construction, per Section 5.13.2 it os compatible but differentiated from historic properties.
Recommend approval for Certificate of Appropriateness.

File Attachments for Item:

A. 618 Monroe Avenue

Aerial Map:



Materials:

Siding: Double 5" Vinyl Siding with .040" thickness

Windows: 1/1 Vinyl Double Hung: 9 = 33.5" x 50.5" x 3" and 3 = 41" x 50.5" x 3"

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project is seeking to replace twelve existing windows and the existing aluminum siding. Zoning Compliance is achieved based upon this application to the HDRB.

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

Historic District Guidelines:

- Section 3.1: Architectural Character*
- Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-20 – Ranch)*
- Section 5.9: Exterior Wall Materials & Finishes*
- Section 5.11: Windows & Associated Features*

Staff Recommendation:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed replacements and 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 the development of a motion, if needed.

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

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

Attachments:

Attachment 1: Application and Supporting Documents



Certificate of Appropriateness Application Renovation

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

planningtech@capecharles.org

Section 5, Item A.

Revised 12/2024

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: *Susie Bumann*

Date: 11/3/2025

PART 2: PROPERTY INFORMATION

Property Address: **618 Monroe Avenue**

Tax Map #: **83A3-1-342A**

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: **Susie Bumann**

Mailing Address: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

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

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

Replace 12 existing windows
 Replace siding on back, front gable, and sides of home

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: <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 9 Different in style or material _____

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

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

Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. Original to the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double hung	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double hung
Width: 33.5" Height: 50.5" Depth: 31/4"	Width: 33.5" Height: 50.5" Depth: 3"
Existing Material: vinyl	Proposed Material: vinyl exterior, wood interior
Sill: Length: NA Thickness: Depth:	Sill: Length: NA Thickness: Depth:
Existing Material: NA	Proposed Material: NA
Casing / Trim: Width: NA Height: Depth:	Casing / Trim: Width: NA Height: Depth:
Existing Material: NA	Proposed Material: NA
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: **existing windows are beginning to fail/fogging up**

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

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

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

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

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

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

CEILING

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

COLUMNS

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

CONTINUE COMPLETING THIS SECTION ON PAGE 4

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

Number of windows to be: Added: _____ Removed: _____
 Repaired: _____ Replaced: In kind ³_____ 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 checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double hung	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double hung
Width: 41" Height: 50.5" Depth: 3 1/4"	Width: 41" Height: 50.5" Depth: 3"
Existing Material: vinyl	Proposed Material: vinyl exterior wood interior
Sill: Length: NA Thickness: Depth:	Sill: Length: NA Thickness: Depth:
Existing Material: NA	Proposed Material: NA
Casing / Trim: Width: NA Height: Depth:	Casing / Trim: Width: NA Height: Depth:
Existing Material: NA	Proposed Material: NA
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: **existing windows are beginning to fail/fogging up**

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:

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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): **rear and sides of house, gable on front of house**

Existing Siding	Proposed Siding
Original to the home: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	
Existing Material: Aluminum plank	Proposed Material: Vinyl
Dimensions: Thickness: .019" Width: 6"	Dimensions: Thickness: .040" Width: double 5"

Indicate the reason for change, e.g., underlying material condition, rot:
update/new look

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

Type of work: Minor Repair Alteration

Location (Attach diagram & pictures):

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

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

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

Type of work: New foundation Substantial Reconstruction Minor Repair Repointing

Location (Attach diagram & pictures):

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

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

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

Indicate the reason for change and materials:

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

Location (Attach Site Plan/Survey & pictures):

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

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

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

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

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

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

Location (Attach Site Plan/Survey & pictures):

<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:  Date: 11/3/2025

Zoning Administrator's signature: _____ Date: _____

Zoning Ordinance Article VIII Section: _____

618 Monroe Avenue Existing Condition









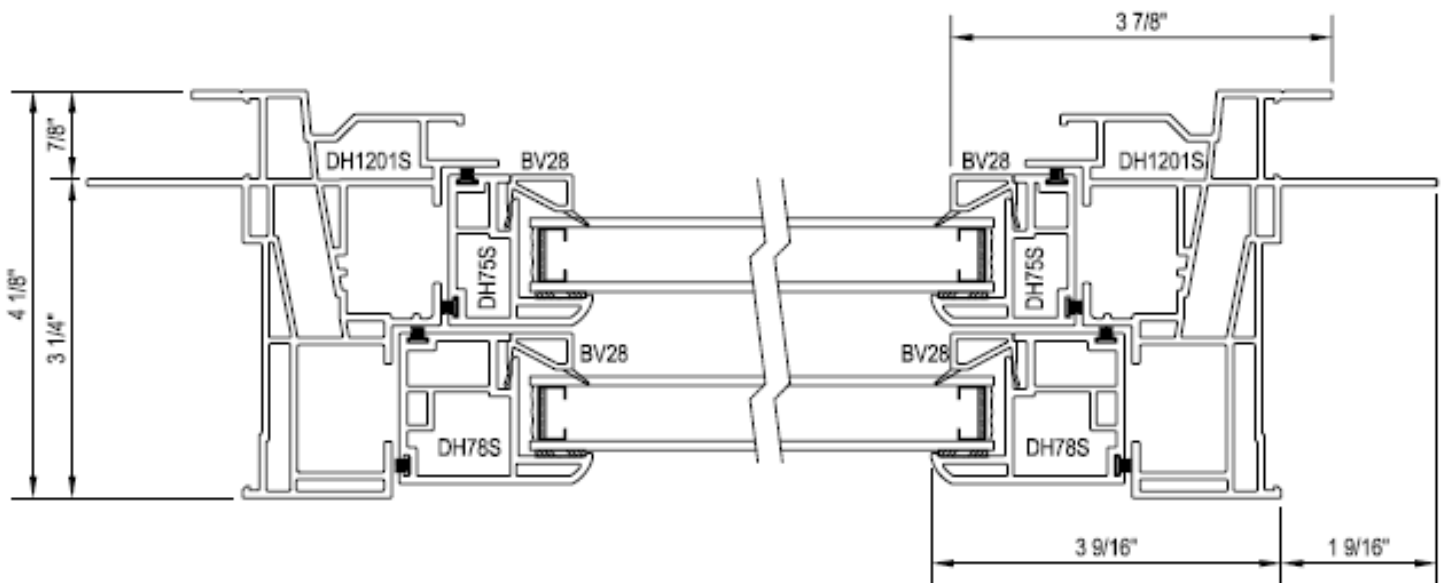






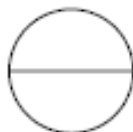
Reflections 5500

Min/Max Summary		
<i>Double-Hung</i>	Width	Height
Minimum:	16 1/2	24 1/2
Maximum	56	84
Max UI	140	



NOTES:

1. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
2. DO NOT SCALE DRAWINGS.
3. CONTRACTORS NOTE: FOR PRODUCT AND COMPANY INFORMATION VISIT www.CADdetails.com/Info REFERENCE NUMBER 772-029

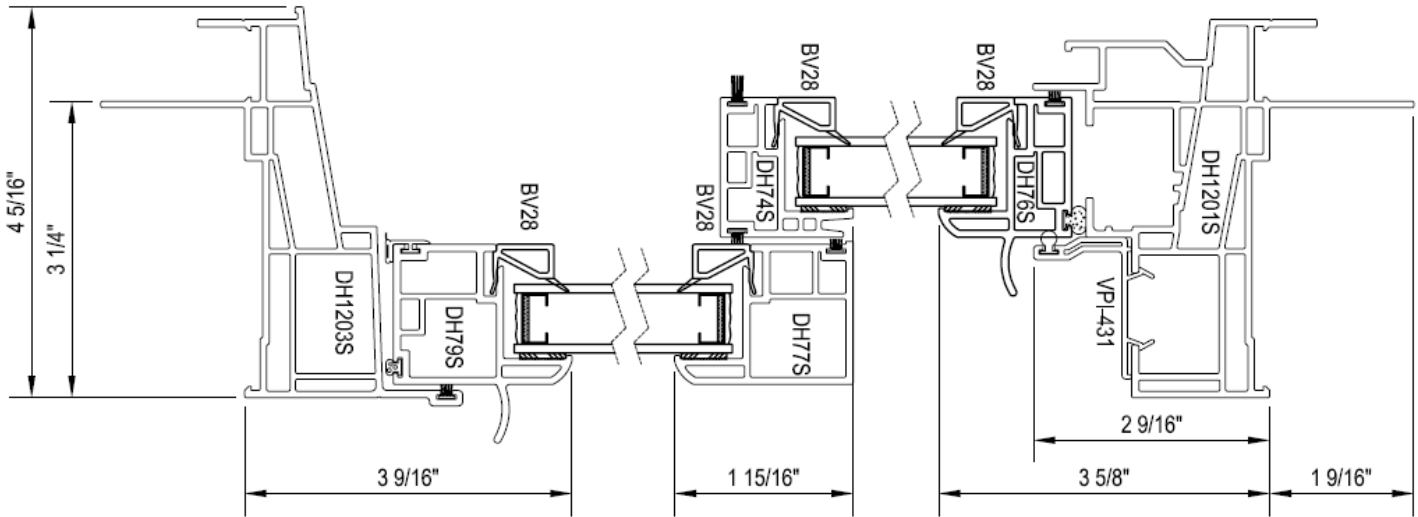


REFLECTIONS 5500-DOUBLE HUNG WINDOW

FIN, HORIZONTAL ASSEMBLY

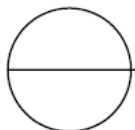


SIMONTON WINDOWS
5300 BRISCOE ROAD, P.O. BOX 1646
PARKERSBURG, WV 26102-1646
TOLL FREE: 1-800-542-9118
PHONE: (304) 428-8261
FAX: (304) 485-1476
www.simonton.com



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2. DO NOT SCALE DRAWINGS.
3. CONTRACTORS NOTE: FOR PRODUCT AND COMPANY INFORMATION VISIT www.CADdetails.com/info REFERENCE NUMBER 772-030



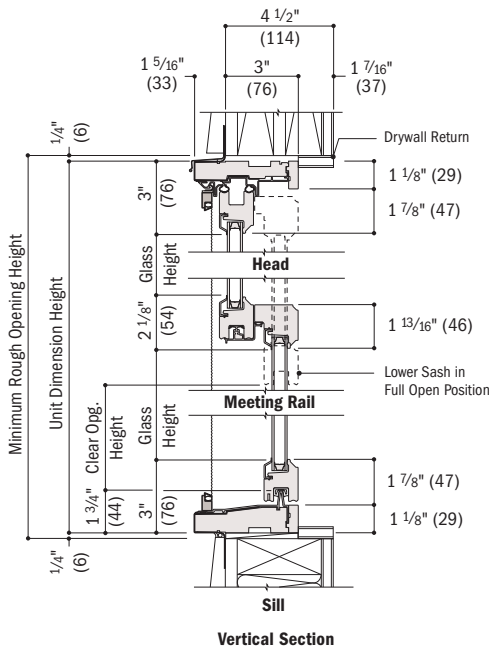
REFLECTIONS 5500-DOUBLE HUNG WINDOW

FIN, VERTICALASSEMBLY

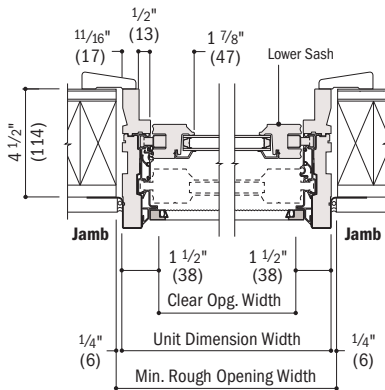
200 SERIES TILT-WASH DOUBLE-HUNG WINDOWS

Tilt-Wash Double-Hung Window Details

Scale 1 1/2" (38) = 1'-0" (305) – 1:8



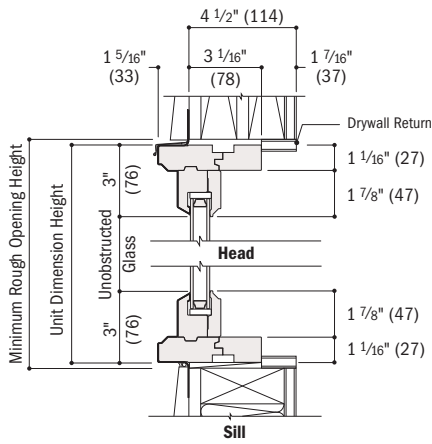
Vertical Section



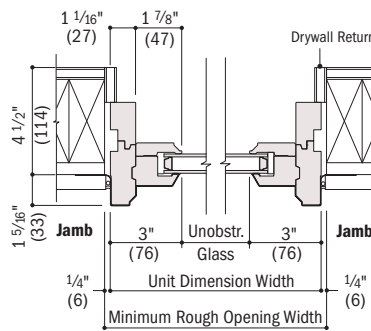
Horizontal Section

Tilt-Wash Picture/Transom Window Details

Scale 1 1/2" (38) = 1'-0" (305) – 1:8



Vertical Section

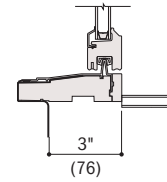


Horizontal Section

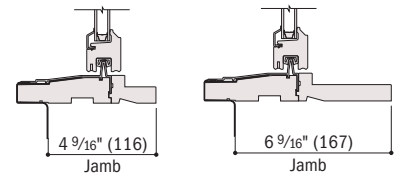
Extension Jamb Details

Scale 1 1/2" (38) = 1'-0" (305) – 1:8

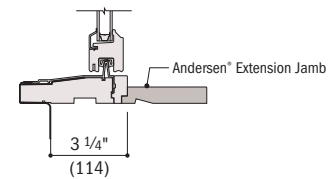
Jamb for Drywall Return



Factory-Applied Extension Jamb

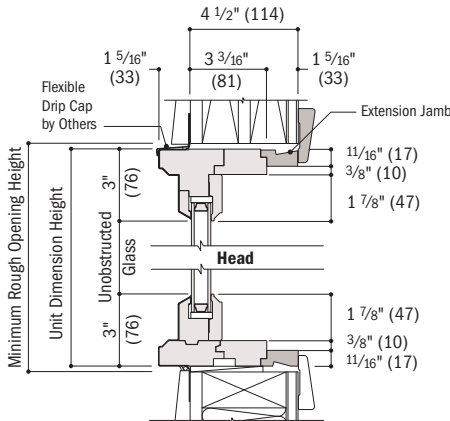


Field-Applied Extension Jamb



Tilt-Wash Half Circle Window Detail

Scale 1 1/2" (38) = 1'-0" (305) – 1:8



Vertical Section

- Light-colored areas are parts included with window. Dark-colored areas are additional Andersen® parts required to complete window assembly as shown.
- **Minimum rough openings may need to be increased to allow for use of building wraps, flashing, sill panning, brackets, fasteners or other items.**
- Details are for illustration only and are not intended to represent product installation methods or materials. Refer to product installation instructions at andersenwindows.com.
- Dimensions in parentheses are in millimeters.

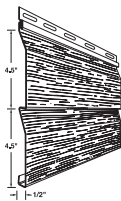
Mill Creek®

Product Code/Description

MCD45

**Mill Creek
Double 4.5" Dutch Lap**

- Nominal Thickness: .040
- Length: 12' 1"
- 22 Pcs./Ctn.
- 2 Sqs./Ctn.
- 88 Lbs./Ctn.



Color Availability

White

Light Colors

Almond
Cameo
Classic Cream
Desert Sand
Sandtone
Silver Grey
Tuscan Olive
Victorian Grey
Wicker

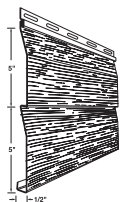
Classic Colors

Everest
Pebblestone Clay
Scottish Thistle

MCD50

**Mill Creek
Double 5" Dutch Lap**

- Nominal Thickness: .040
- Length: 12'
- 20 Pcs./Ctn.
- 2 Sqs./Ctn.
- 86 Lbs./Ctn.



File Attachments for Item:

A. Monthly Report from Zoning Administrator Katie Nunez



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 16, 2025

Item: Report from Zoning Administrator Katie Nunez

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

Date: December 3, 2025

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 208 Bay Avenue – modifying an approved COA, front walkway material, pursuant to CCZO Section 8.17 (H).
- b. 555 Monroe Avenue – installing fencing, pursuant to CCZO Section 8.17 (H).
- c. 10 Randolph Avenue – installing fencing around the HVAC unit, pursuant to CCZO Section 8.17 (D).
- d. 634 Randolph Avenue – constructing rear decks and an accessory structure, pursuant to CCZO Section 8.17 (G) & (H).
- e. 300 Strawberry Street – ATF driveway; pursuant to CCZO Section 8.17 (E).
- f. 645 Tazewell Avenue – repairing the right rear chimney and installing a chimney cap if necessary, pursuant to CCZO Section 8.17 (H).

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

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