



**Historic District Review Board Meeting**  
**January 20, 2026 at 5:00 PM**  
**Cape Charles Civic Center - 500 Tazewell Avenue**  
**Agenda**

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- 1. Call to Order**
  - A. Roll Call
  - B. Establish Quorum
- 2. Invocation and Pledge of Allegiance**
- 3. Public Comments**
- 4. Consent Agenda**
  - A. Approval of Agenda Format
  - B. Approval of October Minutes
  - C. Approval of Minutes

**New Business: Applications for Certificate of Appropriateness:**
- 5. RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
  - A. 654 Monroe Avenue
- 6. Other Business**
  - A. Zoning Administrator Report
- 7. Adjournment**

**File Attachments for Item:**

B. Approval of October Minutes



# HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting  
Cape Charles Civic Center  
October 15, 2025  
5:00 p.m.**

At approximately 5:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Chairwoman Glaser, members present were Joan Cooper, Ken Monarch, and Elizabeth Wright. Also in attendance were Town Manager Rick Keuroglian, Director of Planning and Zoning Administrator, Planning/Zoning Assistant, and Preservation and Zoning Administrator Tracy Outten, Assistant to the Town Manager & Events Coordinator Pam Endlein, 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.

Ms. Nunez stated that a phishing scam was occurring in the community to applicants who were appearing before any of the Boards staffed by the Planning and Zoning Department. She also informed everyone that the Town Hall was relocated to 412 Tazewell Avenue, and the Town Hall Offices would be closed for three days during the move. Sean Ingram asked if any business would be conducted during the closure; no. Mr. Ingram was specifically asking if Code Inspector Jeb Brady would be doing inspections since he would be out of town for many days after the move. Ms. Nunez answered no, all staff would be helping to move the town hall. Mr. Ingram confirmed that no inspections would be done for those three days, even though Mr. Brady was going out of town right after the relocation. Ms. Nunez reiterated that he could email Mr. Brady.

**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 Vice-Chairwoman Wright, seconded by Member Cooper, to approve the agenda format as presented. The motion was approved by a unanimous vote.**

Ms. Outten informed the members that Patricia James resigned and encouraged anyone interested in serving on the HDRB to contact the Town Clerk.

**NEW BUSINESS:**

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

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

Ms. Outten summarized the staff report.

Sean Ingram, the owner’s representative and contractor, was available to answer any questions. He informed the board that the fascia would not be replaced, and the cornerstone was remaining intact.

The board members asked if the mixed window grill patterns on the house were being kept. Mr. Ingram answered yes, the window grills would be replaced with the same patterns. He added that the oversize window being replaced would have a sill that conformed with the Historic District Overlay Design Guidelines (HDODG).

**Motion made by Member Cooper, seconded by Member Monarch, to approve the application for a Certificate of Appropriateness at 439 Mason Avenue on an application filed by QS, LLC on behalf of Bruce and Joan Gittinger to replace the following: (1) existing vinyl windows with new Fibrex windows of the same grill configuration as follows: 1 = 4/4 sides and 16-lite middle, and 1 = 6/6, 5 = 1/1; (2) existing vinyl sills, trim,**

and fascia with new AZEK; and (3) existing vinyl siding with new Hardie siding 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: Ranch, Section 5.9 – Exterior Wall Materials & Finishes, Section 5.10 – Exterior Trim & Details, Section 5.11 – Windows & Associated Features, and Sections 7.1, 7.2, and 7.3 – Alternative Materials; as stated in the application dated 9/1/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

- B. *115 Mason Avenue, Unit 202 – to replace the existing windows on the commercial building.*  
Ms. Outten presented the staff report.

Debbie Blackburn, the applicant, could not be reached via telephone.

The board thought this application could be voted on without the applicant being available, as the neighboring unit had previously been approved for the same windows.

**Motion made by Vice-Chairwoman Wright, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 155 Mason Avenue, Unit 202 on an application filed by Debbie and Lee Blackburn, to replace the twelve existing wood windows with twelve new vinyl windows and to replace the existing wood sills with new vinyl sill of the same dimensions on the commercial building; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types & Associated Architectural Styles: Commercial, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.11 – Windows & Associated Features, and Sections 7.1, 7.2, and 7.3 – Alternative Materials; as stated in the application dated 4/25/2025; and per all zoning requirements. The motion was approved by a unanimous vote.**

- C. *550 Madison Avenue – to replace the existing front porch columns, balustrades, and step railing on the single-family home.*  
Ms. Outten read the staff report.

Richard Burger, the applicant, was available to answer questions.

Member Cooper stated that the specific architectural style of a Folk Victorian front porch had a mix of turned and square balustrades and columns, not just all turned or square per the HDODG Section 3, page 3-12. Chairwoman Glaser asked Mr. Burger if the spindles were original. He answered that it was unknown. The board would like the new columns, balustrades, and step railing to conform to the HDODG, specifically the Folk Victorian front porch style.

**Motion made by Vice-Chairwoman Wright, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 550 Madison Avenue on an application filed by Richard and Susan Burger, to replace the existing front porch features as follows: (1) Columns: 8’ 11” x 5-1/2” x 16” turned wood with 8’ 11” x 5-1/2” x 22” vinyl, (2) 39” x 3-1/2” Balustrades: vinyl with vinyl, and (3) 39” x 3-1/2” Step Railing: vinyl with vinyl 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, Section 4.4 – Woodwork: Porches & Associated Features, Section 5.4.2 – Porches, and Sections 7.1, 7.2, and 7.3 – Alternative Materials; as stated in the application dated 8/26/2025, with the designated condition that the new front porch columns and balustrades must be a combination of turned and square design to conform with the architectural style of the Folk Victorian per the HDODG Section 3.2, page 3-12; and per all zoning requirements. The motion was approved by a unanimous vote.**

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

Ms. Outten summarized the staff report.

Dorothy Butler, the applicant, was available to answer questions.

The board members did not have any questions.

**Motion made by Vice-Chairwoman Wright, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 108 Monroe Avenue on an application filed by Dorothy M. Butler to demolish the existing front porch and construct a new front porch of the same dimensions as follows: 15:12 asphalt shingle roof, wood ceiling, wood corbels, 8-1/2” x 4” x 1-1/2” wood flooring, 8’ x 21-1/2” turned wood columns, 3’ 5” x 7’ 7” x 1-1/2” square wood balustrades and step railing, and wood lattice skirting 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, Section 4.2 & 5.2 – Roofs, Section 4.4 – Woodwork: Porches & Associated Features, and Section 5.4.2 – Porches; as stated in the application dated 9/12/2025; and per all zoning requirements. The motion was approved by a unanimous vote.**

- E. *600 Monroe Avenue – to enclose the existing 64 square feet rear portico and replace the existing wood step railing.*

Ms. Outten presented the staff report.

Jesse Philpot, the owner’s representative and contractor, was available to answer any questions.

The board members did not have any questions.

**Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to approve the application for a Certificate of Appropriateness at 600 Monroe Avenue on an application filed by Philpot Construction, LLC on behalf of Marc Callinton and Sofia Shea to enclose the existing 64 square feet rear portico with materials that matches the existing materials, and to replace the existing 30” x 4” rear wood step railing with a new 36” x 4” wood railing system 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: Colonial Revival, Section 5.4.1 – Wood Siding & Trim, Section 5.4.2 – Handrails, and Section 5.5.4 – New Window & Door Openings; as stated in the application dated 9/24/2025; and per all zoning requirements. The motion was approved by a unanimous vote.**

- F. *114 Fig Street – to screen-in 267.8 square feet of the existing rear deck.*

Ms. Outten summarized the staff report.

Eric Adams, the owner’s representative and contractor, was available to answer questions.

Chairwoman Glaser confirmed that the steps were being screened in.

**Motion made by Chairwoman Glaser, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 114 Fig Street on an application filed by Eric Adams on behalf of Donald and Mary Bickley to screen-in 267.8 square feet of the existing rear deck including the rear 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 & Associated Architectural Styles: Colonial Revival, Section 5.4.2 – Screening, Section 5.5.2 – Screen & Storm Doors, and Section 5.9 – Decks, Ramps, & Patios; as stated in the application dated 9/24/2025; and per all zoning requirements. The motion was approved by a unanimous vote.**

G. Tax Map #83A1-8-F on Strawberry Street – to construct a new single-family home, rear covered deck, and enclosed outdoor shower.  
Ms. Outten read the staff report.

Scott and Robin Simms, the owner’s representatives, were to answer questions.

The board members agreed that the exposed area of the shiny pipe would need to be painted matte color.

**Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-8-F on Strawberry Street on an application filed by Coastal Craftsman Builders, LLC on behalf of Andrew and Jacqueline Sears to construct a new 1,020.25 square feet two-story single-family home, a rear enclosed deck, a 27 square feet enclosed rear outdoor shower, and to install a sidewalk; 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 9.3 – Decks, Ramps, & Patios, Section 9.4 – Appurtenances, and Section 9.5 - Landscaping; as stated in the application dated 8/28/2025 with the following designated condition that the exposed steel chimney flue must be painted/treated with a matte finish to be more compatible with the neighborhood; 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: None; (ii) Other: 2140 Stone Road, 4 Tazewell Avenue; (2) Compliance Checks by Zoning Compliance Officer & P/Z Asst. Preservation & Zoning Administrator on Issued Certificate of Appropriateness: None; and (3) Notices of Violations Issued on Behalf of the HDRB: None.

**ANNOUNCEMENTS:**

Ms. Nunez informed the board that the November HDRB Regular Meeting was cancelled as no applications had been filed.

**Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to adjourn the October 15, 2025 Historic District Review Board Regular Meeting at 5:33 p.m.**

\_\_\_\_\_  
Chairwoman Kathy Glaser

\_\_\_\_\_  
Planning/Zoning Assistant Preservation & Zoning Administrator

**File Attachments for Item:**

C. Approval of Minutes



# HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting  
Cape Charles Civic Center  
December 16, 2025  
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 Elizabeth Wright. Ken Monarch was not in attendance. Also in attendance were the Director of Planning and Zoning Administrator, Planning/Zoning Assistant, and Preservation and Zoning Administrator Tracy Outten, and Town Clerk Libby Hume. 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 comments received in writing prior to the meeting.

**CONSENT AGENDA:**

**Hearing no objections, Chairwoman Glaser approved the agenda as written and the minutes from the September 16, 2025 Historic District Review Board Regular Meeting as amended. The motion was approved by a unanimous vote.**

**Motion made by**

**NEW BUSINESS:**

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

- A. *618 Monroe Avenue – to replace the siding and twelve existing windows on the single-family home.*  
Ms. Outten summarized the staff report.

Susie Bumann, the applicant, was available by phone to answer any questions.

The board members confirmed the following: (i) the existing brick on the front of the building would not be touched; (ii) the new Anderson windows would fit the current window opening, so the existing frame would not be removed; and (iii) the existing windowsills would stay the same.

**Motion made by Chairwoman Glaser, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 618 Monroe Avenue on an application filed by Susie Bumann to replace the following: (1) existing twelve 6/6 vinyl windows with 1/1 vinyl windows and (2) existing aluminum plank siding (0.19” D x 6” W) on the front gable, sides, and rear with new vinyl siding (.040” D x 5” W) 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: Ranch, Section 5.9 – Exterior Wall Materials & Finishes, Section 5.11 – Windows & Associated Features, and Sections 7.1, 7.2, and 7.3 – Alternative Materials; as stated in the application dated 11/3/2025; 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: 208 Bay Avenue, 555 Monroe Avenue, 10 Randolph Avenue, 634 Randolph Avenue, 300 Strawberry Street, 645 Tazewell Avenue; (2) Compliance Checks by Zoning Compliance Officer & P/Z Asst. Preservation & Zoning

Administrator on Issued Certificate of Appropriateness: None; and (3) Notices of Violations Issued on Behalf of the HDRB: None.

**ANNOUNCEMENTS:**

There were no announcements.

**Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to adjourn the December 16, 2025 Historic District Review Board Regular Meeting at 5:14 p.m.**

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Chairwoman Kathy Glaser

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Planning/Zoning Assistant Preservation & Zoning Administrator

DRAFT

**File Attachments for Item:**

A. 654 Monroe Avenue



## Historic District Review Board Staff Report

**Agenda Title:** 654 Monroe Avenue

**Agenda Date:** January 20, 2026

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

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

**Date:** January 5, 2026

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**Applicant:** Michael Ryan & Donna Wilkins      **Type Of Application:** Pre-Application/Certificate of Appropriateness

**Site Address:** 654 Monroe Avenue      **Work to be Performed:** to construct a rear addition

**Tax Map:** 83A3-1-323      **Current Zoning:** R-1

**Lot Size:** 5,600 sq. ft.      **Historic Register:** CONTRIBUTING  
*Description: Ca. 1920, Folk Victorian*  
*Accessory Structure: NON-CONTRIBUTING*

**Date Application Received:** November 24, 2025

**Pre-Application Meeting:** January 20, 2026

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

**Legal Deadline: HDRB Decision (90 Days from Complete Application):** March 2, 2026

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**Overview:**

The applicant is seeking to remove the existing rear enclosed porch and construct the following: (1) a 264.2 square feet rear addition and (2) a 50.4 square feet rear porch on the single-family home.

**Aerial Map:**



**Materials:**

**Roof:** Pitch: 6/12, Asphalt Shingles for the new Hip Roof  
**Siding:** Featherboard 1/2 x 8 (same as existing)  
**Windows:** 2/2 Vinyl Double Hung: 28" x 57" x 4"; **Sill:** Wood 30" x 1" x 4"; **Trim:** Wood  
**Doors:** use existing 36" x 84" Wood Door, **Trim:** Reuse existing  
**Porch:** **Flooring:** 6 x 6 x 3/4 Wood, **Ceiling:** Wood, **Posts:** 4 x 4 Wood, **Skirting:** Vinyl, **Steps:** Reusing existing

**Staff Analysis:**

**Zoning Compliance:**

The property is a legal, conforming use. The proposed project is seeking to remove the existing rear enclosed porch and construct a rear addition and porch on the single-family dwelling. 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 3-11 – Folk Victorian)*
- Section 5.6: New Additions to Contributing Buildings*

**Staff Recommendation:**

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed removal, additions 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

<b>Total Lot Coverage Breakdown - APPROVED - 1/5/2026</b>	
<b>Address: 654 Monroe Avenue</b>	<b>Tax Map # 83A3-1-323</b>
Lot Size	5,600
Structure	Square Footage
House	728.00
Front Porch	182.40
Front Steps	17.00
Front Walkway - Concrete	57.00
Rear Stone Walkway	105.00
Rear Brick Walk	297.80
Misc. Concrete	86.60
Rear Shell Driveway	250.00
Accessory Structure	556.60
Total	2,280.40
Total Lot Coverage	40.72%
<b>PROPOSED</b>	
Rear Addition	264.20
Rear Screened-in Porch & Steps	53.40
Proposed Total	317.60
Existing Total	2,280.40
Total Proposed + Existing	2,598.00
Total Lot Coverage	46.39%
<b>NOT INCLUDED (being removed)</b>	
Rear Patio, Portion of Stone Walk	



# Certificate of Appropriateness Application Renovation

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

Revised 12/2024	
Taxes	
Violations	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

083A30100323

Property Address: 654 Monroe Ave., Cape Charles, VA 23310

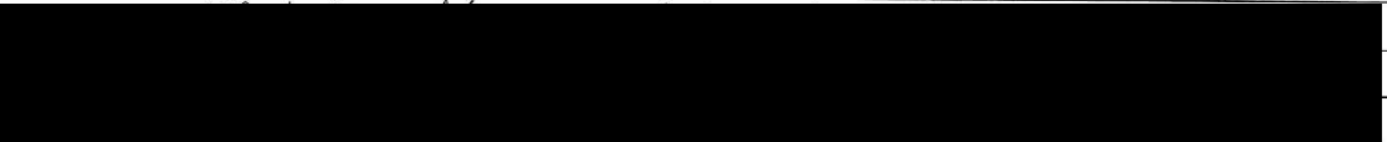
Tax Map #: 83A3-1-323

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

Zoning District: R-1

### PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Michael Ryan      Donna Wilkins



### 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):  
*Remove exist. porch and bathroom 7 ft. x 24 ft.  
 Replace with bedroom and bathroom 13 ft. x 24 ft.*

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**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: 1   Building height: 18 ft.   Footprint: 13 ft. x 24 ft.   Gross square footage: 312 sq ft

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

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <i>Remove, extend, replace</i>
Existing Material: <i>Asphalt Shingles</i>	Proposed Material: <i>Asphalt Shingles</i>
Pitch: <i>6-12</i>	Pitch: <i>6-12</i>
Gutters & Downspouts: (Pictures of Location & Material Specs)	Solar: (Pictures of Location & Material Specs) <i>NA</i>
Proposed Work: <i>Remove, extend, replace</i>	Proposed Work: <i>Remove, extend, replace</i>
Proposed Material: <i>Asphalt Shingles</i>	Proposed Material: <i>Asphalt Shingles</i>
Other / Additional Notes: <i>Change from gable to hip.</i>	

**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: 1   Removed: 2  
 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Existing Material: <i>Wood</i>	Proposed Material:
Dimensions: Width <u>36</u> Height <u>84</u>	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: <i>Moved to a different location.</i>	

**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: 2 Removed: 1  
 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Work to be completed: <input checked="" type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced
Configuration (i.e., <u>double-hung sash, 2/2</u> , 6/1, 6/6, etc.): Include a picture	Configuration (i.e., <u>double-hung sash, 2/2</u> , 6/1, 6/6, etc.): Include a picture
Width: <u>36</u> Height: <u>84</u> Depth: <u>8</u>	Width: <u>28</u> Height: <u>57</u> Depth: <u>4</u>
Existing Material: <u>Woods/ Replacement</u>	Proposed Material: <u>Vinyl</u>
Sill: Length: <u>36</u> Thickness: <u>2</u> Depth: <u>6</u>	Sill: Length: <u>30</u> Thickness: <u>1</u> Depth: <u>4</u>
Existing Material: <u>wood</u>	Proposed Material: <u>Wood</u>
Casing / Trim: Width: <u>5</u> Height: <u>84</u> Depth: <u>1</u>	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material: <u>wood</u>	Proposed Material: _____
Shutters: Original: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Attach Location Picture)	Shutters: <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New (Attach Location Picture)
Existing Material: _____	Proposed Material: _____
Indicate the reason for change: <u>Changing window to a door.</u>	

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

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

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

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

**FLOORBOARDS:** Number of boards to be: \_\_\_\_\_ Repaired 10 Replaced \_\_\_\_\_ Altered \_\_\_\_\_

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

Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: <u>Wood</u>	Proposed Material: <u>Wood</u>
Dimensions: Length: <u>24</u> Width: <u>7</u> Depth: <u>3/4</u>	Dimensions: Length: <u>6</u> Width: <u>6</u> Depth: <u>3/4</u>

**CEILING**

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

**COLUMNS**

Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material & Design: <u>4x4 posts</u>	Proposed Material & Design: <u>4x4 post</u>
Existing Dimensions: Height: <u>8</u> Width: <u>4</u> Diameter: _____	Proposed Dimensions: Height: <u>8</u> Width: <u>4</u> 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 checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed Work: <input checked="" type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair
Existing Material: <i>Vinyl</i>	Proposed Material: <i>Vinyl</i>
If replacing any item above, indicate the reason for replacement: <i>Control Access</i>	
If altering any item above, describe any proposed change (material, size, etc.):	
<b>F. STEPS/STOOPS/RAILINGS</b> <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach pictures; Survey may be requested):	
Number of Steps to be:      Repaired      Replaced <u>2</u> Altered	
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	Proposed
Existing Material: <i>Wood</i>	Proposed Material: <i>Wood</i>
Dimensions: Rise: <i>7</i> Run: <i>12</i> Tread Width: <i>36</i>	Dimensions: Rise: <i>7</i> Run: <i>12</i> Tread Width: <i>36</i>
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <i>Not to be replaced just to be moved</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**     Not applicable    **SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

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

Location (Attach diagram & pictures):

Existing Siding	Proposed Siding
Original to the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not sure	
Existing Material: <i>Some type of fiberboard.</i>	Proposed Material: <i>Same as existing.</i>
Dimensions: Thickness: <i>1/2</i> Width: <i>8"</i>	Dimensions: Thickness: <i>1/2</i> Width: <i>8</i>
Indicate the reason for change, e.g., underlying material condition, rot:	

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

Type of work:     Minor Repair     Alteration

Location (Attach diagram & pictures):

Existing Trim	Proposed Trim
Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Existing Material: <i>Vinyl, fiberboard, wood</i>	Proposed Material: <i>Similar to existing</i>
Dimensions: Width:    Height:    Depth:	Dimensions: Width:    Height:    Depth:
Style / Design:	Style / Design:
Reason for repair or alteration (change of material or design): <i>I'm going to reuse material on hand.</i>	

**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 checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Existing Material: <i>Brick columns</i>	Proposed Materials: <i>Concrete footing, block wall.</i>
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: <u>SAME WOOD PICKETS</u>	Proposed Material: <u>SAME</u>
Height: <u>40 IN</u>	Height: <u>40 IN</u>
Describe the style: <u>white picket fence</u>	Describe the style: <u>white picket fence</u>

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

Location (Attach Site Plan/Survey & pictures):

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

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

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

Location (Attach Site Plan/Survey & pictures):

New  Repair  Replacing  Other:

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

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

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

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

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

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

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

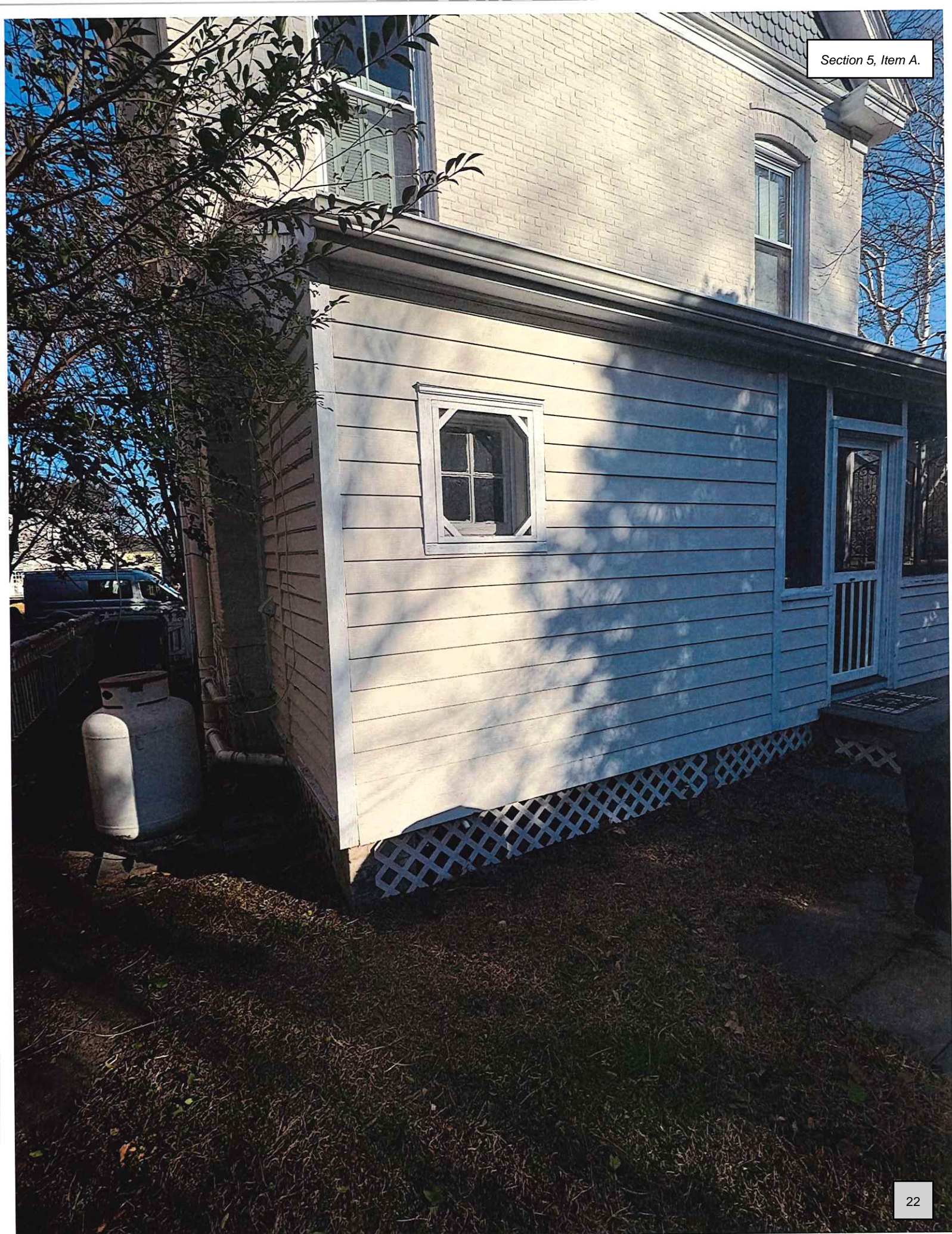
Applicant's signature: Dawn Wilkins Dawn Wilkins Date: 11/10/2025

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

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







**SURVEYORS CERTIFICATION**

I, CRAIG P. CROCKETT, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS SHOWN HEREON AND THAT THEIR LOCATIONS ARE CORRECTLY SHOWN. THIS SURVEY IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS, AND LANDSCAPE ARCHITECTS. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY.



**GENERAL NOTES:**

1. OWNERS: MICHAEL RYAN & DONNA WILKINS
2. SOURCE OF TITLE: INST. 200002400
3. TAX PARCEL: 83A3-1-323
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN NOVEMBER 2025 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.
6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X.
7. PLAT REFERENCE: D.B. 41, P.B. 484(PLAT)
8. AREA: 5,600 SQ. FT. (0.129 AC.)

**EXISTING IMPERVIOUS AREAS:**

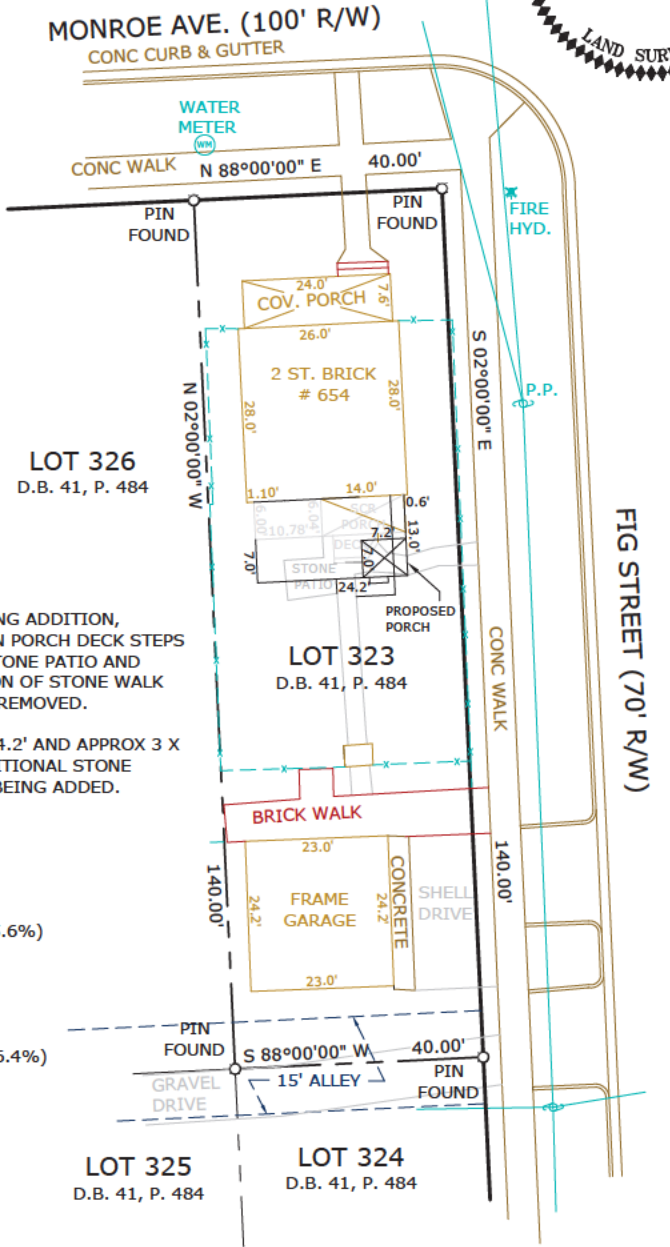
HOUSE, WALK, PORCH, DECK: 1,148 SQ. FT.  
 GARAGE, STONE, CONC, BRICK: 1,152 SQ. FT.  
 SHELL DRIVE: 257 SQ. FT.  
 TOTAL EXISTING IMPERVIOUS: 2,557 SQ. FT. (45.6%)

**PROPOSED FINISHED IMPERVIOUS AREAS:**

HOUSE, WALK, PORCH: 1,287 SQ. FT.  
 GARAGE, STONE, CONC, BRICK: 1,056 SQ. FT.  
 SHELL DRIVE: 257 SQ. FT.  
 TOTAL PROPOSED IMPERVIOUS: 2,600 SQ. FT. (46.4%)

EXISTING ADDITION, SCREEN PORCH DECK STEPS AND STONE PATIO AND PORTION OF STONE WALK BEING REMOVED.

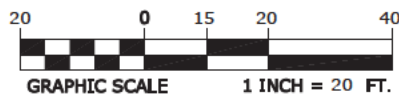
13' X 24.2' AND APPROX 3 X 6' ADDITIONAL STONE WALK BEING ADDED.



INST. 230000239(PLAT)

**SITE PLAN  
 LOT 323**

PLAT OF THE TOWN OF  
 CAPE CHARLES  
 CAPEVILLE DISTRICT  
 NORTHAMPTON COUNTY, VIRGINIA  
 MADE FOR  
 MICHAEL RYAN & DONNA WILKINS  
 SCALE: 1" = 20'    NOVEMBER 24, 2025



**POINT NORTH**

POINT NORTH SURVEYING LLC

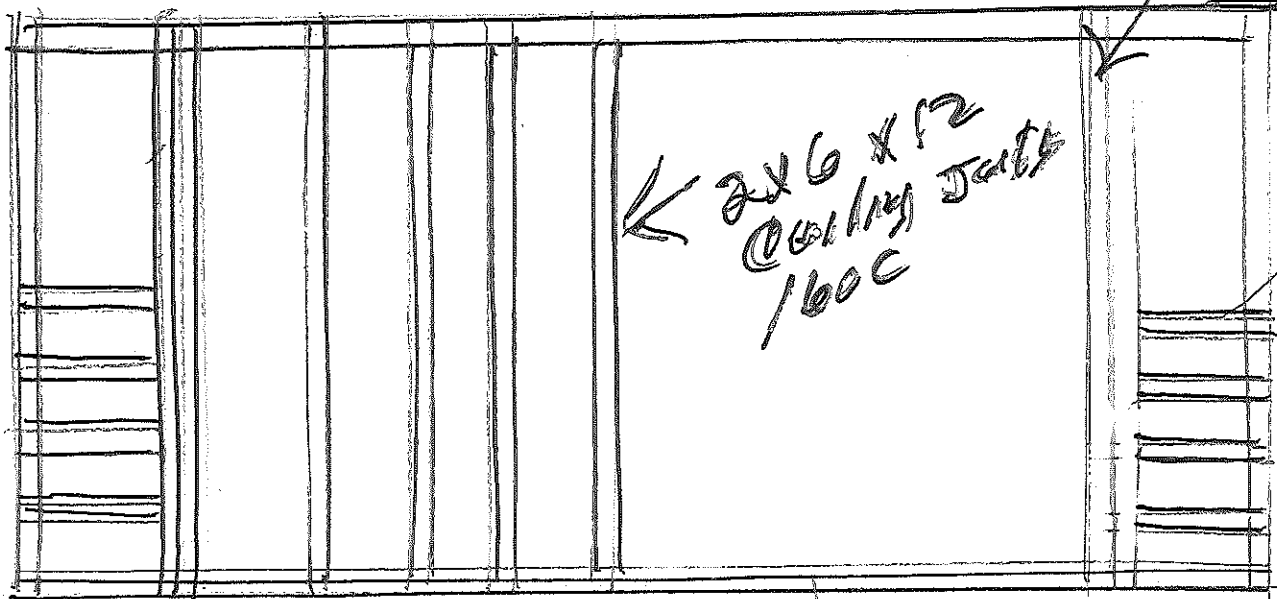
P.O. Box 701, (757) 709-3008  
 Onley, VA. 23418 pointnorthsurveying@gmail.com

DRAWN BY: PARKER    FIELD BOOK: FILE COPY  
 BACK TRAV: PARKER    PROJ. NO: 25085

← Double 2x6x12

Double 2x6x12

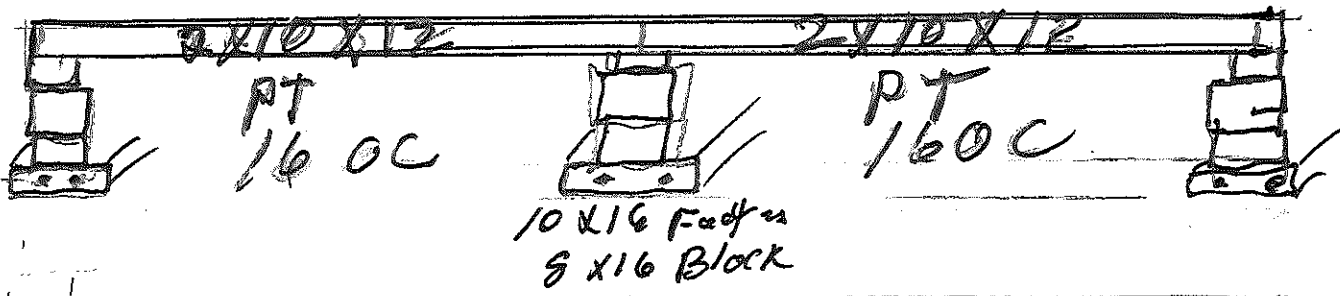
Section 5, Item A.



← 2x6x12 Ceiling Joists 160C

2x6 160C

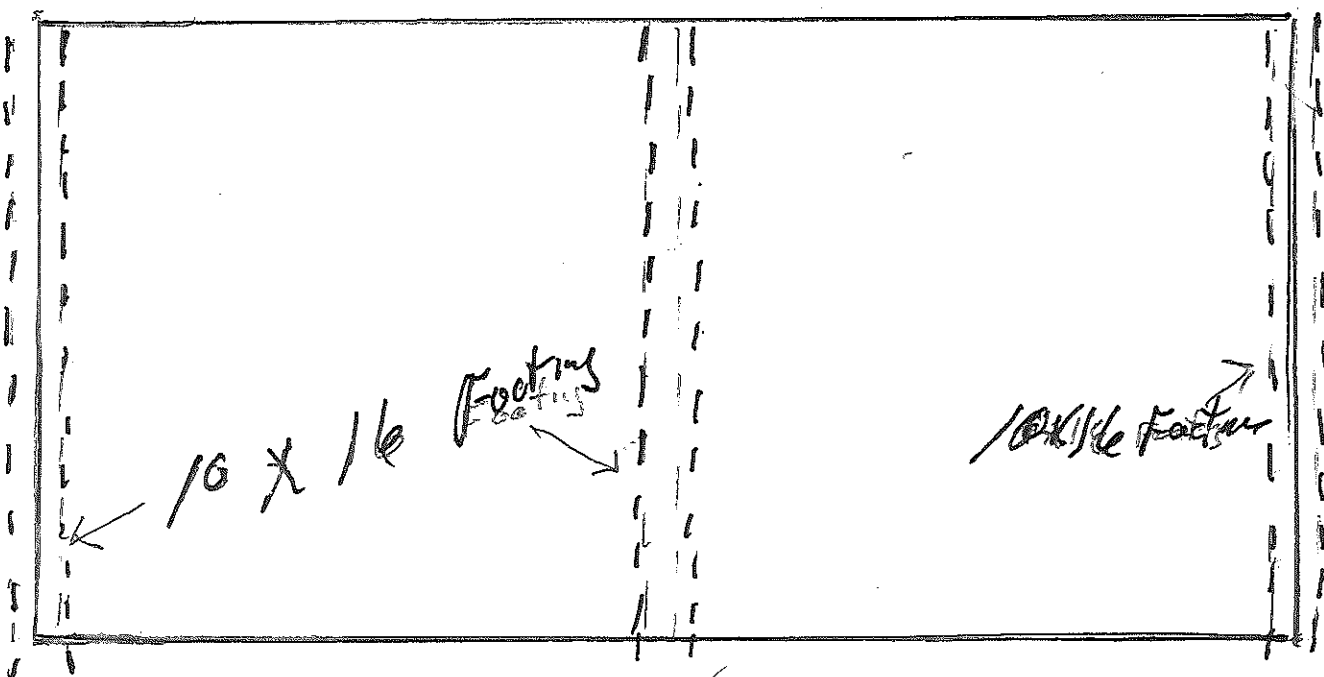
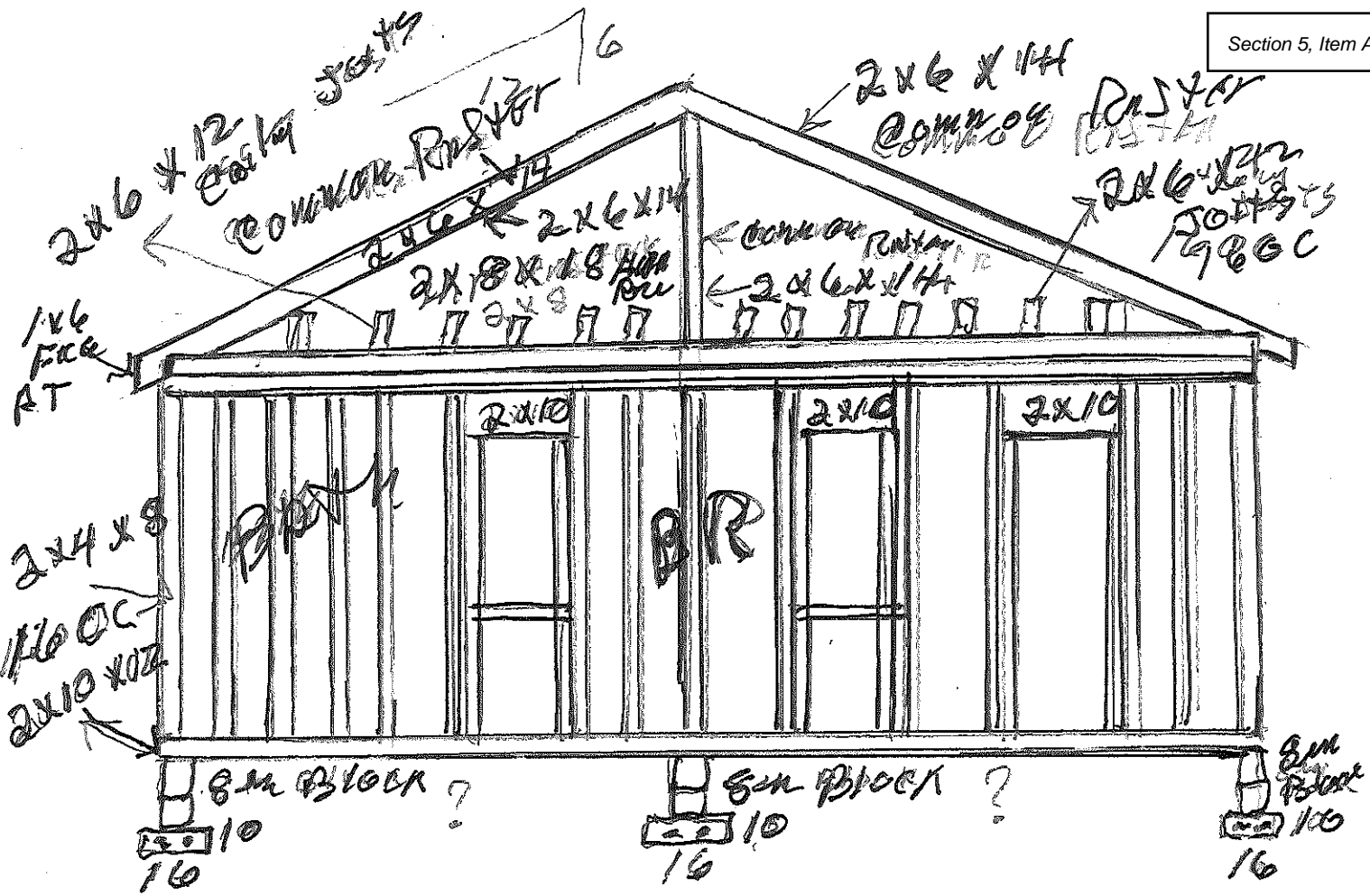
← 2x4 Double of P-plate



2x10x12 Joists 160C  
2x10x12 Rim Joist

← 2x6x12

2x6x12 Plate PT





7<sup>th</sup> St by 24<sup>th</sup> St  
REMOVAL EXISTING BETWEEN PORCH COLUMNS  
AND SUPPORTING BRICK COLUMNS.

REPLACE WITH 13<sup>th</sup> BY 24<sup>th</sup> ST BEDROOM  
BATHROOM AND PORCH SUPPORTS BY FORMER EXISTING  
FACTORY AND BLOCK MANTLEPIECE

NO IRREVERSIBLE ~~STRUCTURE~~ CHANGES WILL BE  
MADE TO THE HISTORICAL FEATURES OF THE  
BUILDING.

TWO DOORS, ONE ALREADY MODERN BUT IN  
ORIGINAL REGISTERED CONDITION AND ~~THE OTHER~~ THE OTHER  
WHICH WOULD REPLACE ORIGINAL BUT VISIBLE  
ONLY ON THE EXTERIOR WILL BE RESTORED.

ONE ORIGINAL WINDOW WILL BE REPOSESED  
FOR AN ENTRY DOOR.

ALL MOLDING, BRICKWORK <sup>AND</sup> ~~AND~~ WILL BE CAREFULLY  
REMOVED AND STORED IN THE SPACES BEHIND  
THE ORIGINAL DOORS.

**File Attachments for Item:**

A. Zoning Administrator Report



## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 20, 2026

Item: Report from Zoning Administrator Katie Nunez

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

Date: January 5, 2026

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**1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:**

- a. 224 Monroe Avenue – installing fencing, pursuant to CCZO Section 8.17 (H)
- b. 745 Randolph Avenue – replacing the existing awning, pursuant to CCZO Section 8.17 (H)
- c. 606 Washington Avenue – installing a rear patio, 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.