



## HISTORIC DISTRICT REVIEW BOARD

### Work Session & Regular Meeting

Cape Charles Civic Center

January 21, 2020

5:00 p.m.

At 5:00 p.m., Chairman Kerry Shackelford, having established a quorum, called to order the Work Session and Regular Meeting of the Historic District Review Board (HDRB). In addition to Kerry Shackelford, present were Herb Thom and Edward Wells. There was one vacancy on the board. Also, in attendance were Edward Eichman, Town Planner Zach Ponds, Deputy Clerk Tracy Outten, and the applicants. There were two members of the public in attendance.

#### **ORDER OF BUSINESS:**

##### **A. *Historic District Guidelines update.***

After Edward Eichman, former board member, presented the board with a draft of the New Single Family Residential Infill Construction and Residential Additions or Accessory Buildings section of the Cape Charles Historic District Guidelines (CCHDG) (Please see attached.), discussion was as follows: (i) Kerry Shackelford thought that additions would have a separate section. He asked the opinion of the board members. Edward Well said if all items were covered, he was fine with this title. Herb Thom thought condensing wording would make the guidelines more understandable; (ii) The board discussed if having separate sections for additions and accessory buildings was necessary; (iii) Edward Eichman informed the board that each section would address a certain topic and detailed requirements would be included; (iv) Edward Wells mentioned that some language could be pulled from the current guidelines; (v) Zach Ponds recommended that definitions be included; (vi) There was some debate on whether or not vinyl should be allowed; and (vii) Kerry Shackelford was still working on wording to get buy-in from the Town Council was a historic community. He added that visitors come here to see historic homes not plastic houses.

Kerry Shackelford handed out the Planning New Construction or Additions pages from the current CCHDG with his suggested mark-ups. Some discussion ensued.

**Motion made by Herb Thom, seconded by Edward Wells, to close the January 21, 2020 Historic District Review Board Work Session and move to the Regular Meeting. The motion was unanimously approved.**

Kerry Shackelford started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

#### **CONSENT AGENDA:**

**Motion made by Herb Thom, seconded by Edward Wells, to accept the Consent Agenda as presented. The motion was approved by unanimous vote.**

#### **PUBLIC COMMENT:**

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

#### **UNFINISHED BUSINESS:**

##### **A. *Application for Certificate of Appropriateness at 408 Nectarine Street – to construct an addition on a single-family detached dwelling and enlarge the existing front porch.***

William “Bill” Manning, contractor, described the revisions to the plans as suggested by the HDRB at the December meeting. Herb Thom commented on what a great job the contractor had done. Kerry Shackelford agreed and asked if the railings and post could be wood; yes.

**Motion made by Herb Thom, seconded by Edward Wells, to approve the application for the Certificate of Appropriateness at 408 Nectarine Street to construct an addition and enlarge an existing front porch on the single-family dwelling as revised with the added condition that the rails, posts and spindles would be wood. The motion was approved by unanimous vote.**

**NEW BUSINESS:**

A. *Application for Certificate of Appropriateness at 652 Randolph Avenue – to construct a new single-family detached dwelling.*

Robert Shrieves, homeowner, described the proposed new home and added that a concrete porch with brick steps was still in the application. Kerry Shackelford informed the board that the topic of the porch was discussed at the pre-application meeting and he suggested the material be changed to wood.

Gary Fink, Mitchell Homes representative, showed samples of the siding and step railing.

Discussion was as follows: (i) The board thought a straight lap vinyl siding would be more appropriate in the neighborhood; (ii) Kerry Shackelford would like a window to be added to the west side of the house. Robert Shrieves did not agree because this was a bedroom and privacy was needed; (iii) Herb Tom said the dormers looked off and asked Gary Fink if they could be enlarged. Gary Fink responded that this could be done but, at a cost to the homeowners. Kerry Shackelford informed Herb Thom that the guidelines did not dictate dormers; and (iv) After much discussion on the porch material and all members reading the guidelines, the board decided that wood or azek needed to be used. Robert Shrieves did not agree and stressed that he had lived here for seventy years and wanted a low maintenance porch and other homes had a concrete porch that this board approved in the past. Kerry Shackelford said a previous board's decision does not determine this board's approval or denial.

**Motion made by Edward Wells, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 652 Randolph Avenue to construct a new single-family dwelling with the following conditions: (i) window sketches needed to be provided; (ii) the porch material must be wood or azek; and (iii) two windows were to be added on the west side of the house. The motion was approved by unanimous vote.**

B. *Application for Certificate of Appropriateness at 548 Monroe Avenue – to alter the size of five windows on an existing single-family detached dwelling.*

Richard Manzolina, applicant, described the proposed project.

Kerry Shackelford asked if Jeb Brady, code official, wrote a letter stating that some of the windows needed to be resized for code reasons. Richard Manzolina answered no. Kerry Shackelford stressed that the guidelines stated that windows needed to be retained and a letter stating that the windows needed to be altered for code reasons was needed.

There was some discussion on what the board's purview covered.

**Motion made by Herb Thom, seconded by Edward Wells, to deny the application for the Certificate of Appropriateness at 548 Monroe Avenue to alter the size of five windows on the single-family dwelling as presented per page 19 Section 2 and pages 41 and 42 in the Cape Charles Historic District Review Guidelines. The motion was approved by unanimous vote.**

Kerry Shackelford stated that an exception could be made for the two attic windows on the home if required by the code official. He added that sketches needed to be provided of the window design if this was the case.

**OTHER BUSINESS:**

There was no other business.

**ANNOUNCEMENTS:**

There were no announcements.

**Motion made by Herb Thom, seconded by Edward Wells, to adjourn the January 21, 2020 Historic District Review Board Work Session and Regular Meeting at 7:15 p.m. The motion was unanimously approved.**

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Chairman Kerry Shackelford

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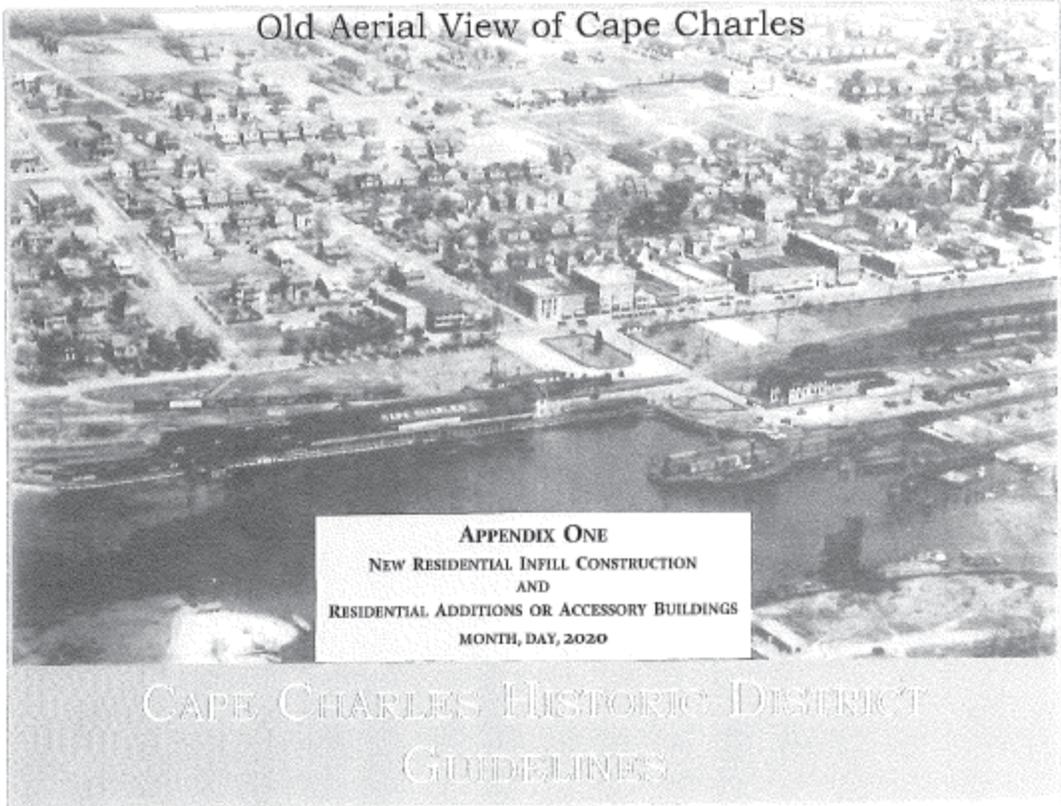
Deputy Clerk

**CAPE CHARLES HISTORIC DISTRICT GUIDELINES**  
**Cape Charles, Virginia**

**APPENDIX ONE**  
**New Single Family Residential Infill Construction**  
**on an Undeveloped Site**  
**AND**  
**Residential Additions or Accessory Buildings**  
**on a Developed Site**

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## GENERAL INFORMATION

G-1

### INTRODUCTION:

APPENDIX ONE supplements the HISTORIC DISTRICT GUIDELINES, Revised October 2017, for the following: New Residential Infill Construction and related Site Development; Additions to existing Single Family and Multi-family Residences; and Accessory Buildings.

Appendix One requirements that vary from the Guidelines will be the basis for Historic District Review Board decisions.

Similar Information and Requirements in both Documents will also be considered by the Board.

Appendix One is not intended to dictate certain Designs or to require the direct duplication of existing Historic Styles.

Instead, the intention is to encourage new Architecture while respecting and complementing the District's existing Architectural Characteristics.

That can be accomplished by relying on existing Historic Examples for general Design influence.

### INTRODUCTION (continued):

Therefore, the General Style, the Exterior Design, the Design Details, the Exterior Materials, and the Location of the House on the Undeveloped Site should relate to each of those similar Characteristics that exist in the Historic Overlay District.

The Exterior Design should also relate to Existing Houses that are in close proximity to the Site, and other examples that may exist along the Avenue or Street, so visual continuity is maintained in the general Neighborhood that includes the Site.

In addition to the Town's Submission requirements, the following should be part of the information provided for consideration by the Historic District Review Board: Written Description or Summary of the Project – Site Plan, Roof Plan, Exterior Elevation, and Details Drawings – Product Literature – proposed Material and Product Samples.

STREETSCAPE  
PICTURES

## GENERAL INFORMATION

G-2

SITE  
PICTURES

### SITE CONSIDERATIONS:

Orient the front of the House toward the Avenue or Street that the Site faces.

Relate the Front Wall of the House and/or the Front Porch to the average Setbacks of Existing Houses along the Avenue or Street that the House faces.

Locate the House on a Corner Site so the Front faces an Avenue and one visible Side faces the Street.

Comply with the Zoning Ordinance for Front, Side, and Back Yard requirements.

Respect the average Open Spaces between Existing Houses to maintain the Visual Rhythm of the Streetscape.

### SITE FENCING:

Front and Side Yards that are visible from an Avenue or a Street may include Picket Fencing that is no higher than 48 inches.

Side and Back Yards with limited visibility may include Picket Fencing that is no higher than 60 inches.

The visible side of Picket Fencing should be milled wood vertical "Pales" with a nominal width range of 3 to 8 inches and a Paint Finish.

The Fence Posts and horizontal Rails should not be visible from a Public Way.

Polyvinyl Chloride (PVC) and Wood Polymer Composite (WPC) Fence Products are not allowed at locations that are visible from an Avenue or a Street.

Chain Link and Post and Rail Fencing or Masonry Walls are not allowed.

## HOUSE DESIGN

H-1

### GENERAL:

House Designs should relate to the distinctive Architectural Character of the District and be visually compatible with existing Historic Styles.

Existing Houses are, typically, either One Story with a finished or unfinished Attic (One and One-Half Story) or Two Stories with a finished or unfinished Attic (Two and One-Half Story), plus a Crawl Space/Foundation below and a visible Roof Form/Cornice above.

A few examples of Houses without a visible Roof Form, or an Attic, also exist in the District.

Existing Plan shapes are either Square, Rectangular, or Irregular and House proportions are either Horizontal, Vertical, or Cubed.

The Form (or Mass) and Scale of the New House should be based on a selected combination of those characteristics and should relate to nearby Historic examples.

### HOUSE FACADES:

Existing House Facades are, generally, a Three-part Composition that includes a Base (Crawl Space/Foundation), a Middle Section (One or Two Stories), and a Cap (Visible Roof/Cornice).

The Crawl Space and Foundation is usually distinguished from the Middle Section by different Materials, Patterns, or Textures.

The Elevation of the First Floor above Finished Grade should relate to existing Historic examples.

The Visible Roof and Cornice are usually proportioned to the combined height of the Crawl Space/Foundation and the Middle Section.

New Facades should express the Three-part Composition.

FORM  
PICTURE

FACADE  
PICTURE

## HOUSE DESIGN

H-2

DESIGN  
PICTURES

### DESIGN ELEMENTS:

The following List indicates the most important Planning and Architectural features to consider for application to the Historic District Board.

- House Location on the Site
- House Scale and Mass
- Roof Forms and related Details
- Dormer Forms and related Details
- Porch Forms and related Details
- Cornice Designs and related Details
- Trim or Decoration Designs and Details
- Door or Window Designs and Details
- Exterior Finish Materials and Details

DESIGN  
PICTURES

## PORCHES

P-1

### GENERAL:

Open Porches typically occur at the First Story, and there are a few examples of Open Two-Story Porches in the District.

There are also examples of Porticos with Columns, and Traditional Hoods that provide shelter for Front Entrance Doors.

Porches that exist on the Front extend between 80 and 100 percent of the House Facade width; or they wrap around one, or both, Sides of the House.

Secondary Porches are also allowed at the Sides and the Back of new Houses.

Porches that are intended to include furnishings should have a minimum depth of 8 feet from the House Wall to the outer edge of the Porch Floor.

Open Porches that are elevated above Grade include the following components: Square Foundation Piers with recessed Panels or Walls between, a Stair with sloped Railings, a Floor with Skirt Board trim, Posts or Columns with Railings between, a Ceiling with Frieze Board trim, a Cornice, and a visible Roof Form.

### SCREENING:

Screening Systems are only allowed at Secondary Porches and the System must occur on the Porch side of the Cornice, Posts or Columns, and Railings so the exterior sides of those elements are not covered by Screening.

One exception for Front Porches is that a Side Portion only may include Screening if the end facing an Avenue or Street is located behind the Front Facade of the House.

Screen Framing may be milled Wood with a Paint finish or Aluminum with a Baked or Anodized finish.

ONE-STORY  
PICTURE

TWO-STORY  
PICTURE

## PORCHES

P-2

### DESIGN DETAILS:

Recessed Panels between Foundation Piers should be either perforated or solid Masonry Walls; or Diagonal, Vertical, or Horizontal Lattice designs.

Non-Masonry Stairs should have closed Risers with finished Side Stringers, and Masonry Stairs should have Side Walls.

Masonry Stairs should visually match the Foundation Piers.

Handrails at Stairs should comply with the "Americans With Disabilities Act" (ADA) requirements.

The Floor and the Ceiling should be Boards with "tongue-and-groove" closed Joints that are perpendicular to the House Wall.

The Floor Surface should be Smooth and the Ceiling should include a Bead Detail.

Posts should be Square and Columns should be Round with optional Cap, Base, and Chamfer details as selected.

### DESIGN DETAILS (continued):

Sloped and horizontal Railings should include Top and Bottom Rails with Profiles, Square or "Turned" Balusters, and terminating Posts (as required).

Horizontal Railings between Posts or Columns are an optional Component if the Floor-above-Grade dimension is within maximum allowed Code limits.

The Cornice should include the following: a vertical Fascia, a horizontal Soffit, and a "Frieze" Beam that spans between Posts or Columns below the Ceiling, plus optional selected Mouldings.

The Cornice may include a Half-round Gutter at the Fascia and round Downspouts as required.

The Roof Form for Porches with a Rectangular Plan Shape should be either "Shed" or "Hipped", and may also be a "Gable" form for Porticos and Hoods.

PORTICO  
PICTURE

SCREENING  
PICTURE

**MATERIALS:**

See the "Masonry" Section for options for Foundation Piers with Recessed Walls, and Stairs with Side Walls.

Milled Wood with a Paint or Solid Stain finish, Wood Polymer Composite (WPC) Products with a smooth surface and a Paint finish, and Polyvinyl Chloride (PVC) Products with a smooth surface and a Factory finish are allowed for the following Components: Lattice Panels - Skirt Board Trim at Floor - Posts and Columns - Horizontal or Sloped Railings - Cornice and Frieze Trim - and Details like Post or Column Caps and Bases, Brackets, and Moldings.

Painted or Stained Wood and Painted WPC Products are allowed for the following Components: Non-Masonry Stairs and Stringers - the Floor - and the Ceiling.

The Floor "Boards" should be nominal 5/4 by 2-1/4 or 2-1/2 inch material with matching "Edge Banding" at the exposed perimeter.

See the "Shingles" portion of the "Siding and Shingles" Section and the "Roofs and Dormers" Section for allowed options for Roof surfaces.

**PORCHES**

**P - 3**

DETAILS  
PICTURES

**GENERAL:**

Traditional Architectural Styles typically have a higher proportion of Wall Area (Solids) to Window and Door Area (Voids), and that Ratio should be maintained.

Windows and Doors are two of the most recognizable and important Design Elements in Historic Homes, so their Style, Placement, Size, Materials, Trim, and Details are among the characteristics that visually define the District.

Window and Door locations should create balanced Patterns that compliment the House Design, and should relate to the layout and placement of Voids on existing Facades in the District.

Facades that are visible from an Avenue or Street should include a quantity and layout of Voids appropriate to the Scale of the House, and should not include large expanses of Solids without Voids.

Voids on Two Story Facades should align vertically to the extent such is possible relative to the locations of interior walls.

Traditional Window and Door openings are recessed on Masonry Facades, with a raised Surround on Siding or Shingle Facades, and those conditions should be replicated on New Facades.

**WINDOWS AND DOORS**

**W - 1**

**WINDOWS:**

Traditional Windows are typically Fixed, Single-hung, or Double-hung with proportions that are Square (equal height and width) or Vertical (height greater than width) and with One-lite or Divided-lite clear glass Sash.

Other traditional Window shape options are: Rotated Square (with two corners at each side), Round, Hexagonal, Octagonal, and Rectangular with an Arched Head.

Divided-lite Sash should include Grilles on the exterior glass surfaces that replicate a traditional Muntin detail based on the following Product options: Simulated Divided Lite (SDL), Grille Between Glass (GBG) with exterior and interior grilles, or exterior and interior Grilles only.

Materials allowed for Sash (and exterior Grilles), Frame, and exterior Casing are: Milled Wood with a Paint or Solid Stain Finish, Wood clad in aluminum or fiberglass with a smooth surface and a factory finish, Wood Polymer Composite (WPC) product with a smooth surface and a Paint finish, and a Polyvinyl Chloride (PVC) product with a smooth surface and a Factory finish.

**WINDOWS AND DOORS**

**W - 2**

**WINDOWS (continued):**

The Head Casing (with an optional Cap) and Jamb Casings (trim) should be 3-1/2" to 5-1/2" wide, and a visible Sill should be 1-3/4" to 2" thick.

A few examples of modern Casement Windows exist in the District, so that product option may also be considered.

**The following are not allowed on Facades that are visible from an Avenue or Street: Horizontal (width greater than height) Windows, Large fixed "Picture" Windows (either on a Facade or at the center of a three-sided Bay form), Small Windows with Sash dimensions less than 18 inches, and GBG Windows with Grilles between Glass only.**

**Vinyl Window Products are not allowed.**

**Standard modern Brick Molding Trim (or Casing) Products are not allowed.**

**EXTERIOR DOORS:**

Single-leaf and Double-leaf Doors are both acceptable if their designs relate to Traditional examples

Historic Doors are either a combination of Flat or Raised Solid Panels and clear One-lite or Divided-lite Glass, or horizontal Rails and vertical Stiles with a full clear Divided Lite Glass area.

Divided-lite Glass should include Grilles on the exterior glass surface that replicate a traditional Muntin detail based on the following Product options: Simulated Divided Lite (SDL), Grille Between Glass (GBG) with exterior and interior grilles, or Exterior and Interior Grilles only.

Many Front Entrance Doors that face an Avenue or Street include Special Features such as: Transoms, Fanlights, Sidelights, and Decorative Elements.

The following Door options will be considered if they are not located on a Facade that is visible from an Avenue or Street: Modern single-lite "Sliding Glass" or "Atrium" products, and Single-leaf or Double-leaf products with one glass panel in each Leaf and no Divided-lite detail.

**WINDOWS AND DOORS**

**W - 3**

**EXTERIOR DOORS (continued):**

The designs for Storm and Screen Doors should be influenced by existing examples in the District.

Materials allowed for Doors, Frames, and Sills are milled Wood with a Paint or Solid Stain finish or Fiberglass with a smooth surface and a Paint finish.

If a Fiberglass Product is selected, the quantity and profiles of applied Grilles (Muntins) must be submitted for review.

Materials allowed for Trim (Casing) and Decorative Elements are: Milled Wood with a Paint or Solid Stain finish, Wood Polymer Composite (WPC) products with a smooth surface and a Paint finish, and Polyvinyl Chloride (PVC) products with a smooth surface and a Factory finish.

The Trim (Casing) should be 3-1/2" to 5-1/2" wide and a visible Sill should be 1-3/4" to 2" thick and match similar details at Windows.

**Modern Metal (steel or aluminum) and Polyvinyl Chloride (PVC) Doors with or without Composite Muntins and/or Embossed Panels are not allowed.**

**Standard modern Brick Molding Trim (or Casing) Products are not allowed.**

**EXTERIOR SHUTTERS:**

Shutters are a traditional design element at Windows (and some Doors) on certain Historic Homes in the District.

Traditional Shutters are also sized to fit the Window (or Door) when closed, and are mounted on Hinges at the Jambes with hold-open and hold-closed Hardware.

Typical Shutter designs include Rails and Stiles with Panels that are either Flat, Raised, or Louvered.

Shutter materials should be milled Wood with a Paint or Solid Stain finish, a Wood Polymer Composite (WPC) product with a smooth surface and a Paint finish, or a Polyvinyl Chloride (PVC) product with a Factory Finish.

Shutter Hardware should be Cast Metal with a Paint or Factory finish.

The use of Shutters is encouraged on New Construction when they comply with the requirements indicated above.

**Shutters (without Hardware) that are fixed to Facade Walls are not allowed.**

**WINDOWS AND DOORS**  
**W - 4**



**PLANNING NEW CONSTRUCTION OR ADDITIONS**

The design of a new building or addition in a historic district is often a difficult issue for property owners, Historic District Review Boards, and architects. The guidelines in this publication reflect the current philosophy that new structures should complement and respect the existing character of historic buildings.

**NEW CONSTRUCTION CHECKLIST**

1. Attempt to accommodate needed functions within the existing structure. *S/ Add.*
2. Look at surrounding buildings to determine their style, age, and the elements that help define the neighborhood's special character. The earlier section, "Looking at Your Building" should be helpful.
3. Choose a design that relates to the design character of the historic buildings in the area by *JALAC*

4. Follow the last two guidelines in The Secretary of the Interior's Standards for Rehabilitation:

New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be compatible with the massing, size, scale, and architectural features of the old work to protect the historic integrity of the property and its environment.

New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

5. Obtain a zoning permit and building permit, which you will need in order to erect a new structure or work outside of existing walls.

6. Become familiar with the Virginia Construction Code and meet your building inspector early on about your plans.

7. Meet with the zoning administrator or Historic District Review Board early in the process for their informal input.

8. Consider employing an architect experienced in working with historic buildings.

*New Construction... Planning (P) Standards (S)*

**PLANNING NEW CONSTRUCTION OR ADDITIONS**

New construction is defined as new structures and/or newly built elements added to an existing structure. These updated guidelines are intended to ensure that patterns of new development, or in-fill development, do not destroy the character of the Cape Charles Historic District. The major intent of in-fill development should be that of a good neighbor, respect for the site, sensitivity to the historic homes in the neighborhood and taking into account the overall character of the neighborhood.

The success of new construction within a historic district does not depend on direct duplication of existing building forms, features, materials, and details. Rather, it relies on understanding what the distinctive architectural character of the district is. In-fill buildings must be compatible with that character.

In considering the overall compatibility of a proposed structure, its height, form, massing, proportion, size, scale, and roof shape should first be reviewed. A careful analysis of buildings surrounding the site can be valuable in determining how consistent and, consequently, how significant each of these criteria is. A similar study of materials, building features, and details typical of existing buildings along the streetscape, block, or square will provide a vocabulary to draw on in designing a compatible building.

Particular attention should be given to the spacing, placement, scale, orientation, and size of window and door openings as well as the design of the doors and the windows themselves. Compatibility at the building skin level is also critical. The selection of appropriate exterior materials and finishes depends on an understanding of the compatibility of proposed materials and finishes in composition, pattern, texture, color, and sheen.

Site new construction to be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of setback, orientation, spacing, and distance from adjacent buildings.

Design new construction so that the overall character of the site, site topography, and character-defining site features, trees, and significant district vistas and views are retained.

Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.

Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip line of trees.

Design new buildings to be compatible with size, scale, proportion, and form of surrounding buildings. Remember the roofs, windows, and doors are essential design elements.

Design the proportion of the proposed new building's front facade to be compatible with the front facade proportion of surrounding historic buildings.

*How to review new construction*

*1877  
1888  
1891-1931  
slight*