



## Historic District Review Board Staff Report

**Agenda Title:** 519 Mason Avenue  
**Agenda Date:** March 17, 2026  
**Prepared by:** Tracy Outten, Planning/Zoning Assistant –  
Preservation & Zoning Administrator  
**Reviewed By:** Katie H. Nunez, Director of Planning & Zoning  
Administrator  
**Date:** March 3, 2026

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**Applicant:** Norman & Margaret Allen  
represented by Kimberly Allen Szogas

**Type Of Application:** Certificate of  
Appropriateness

**Site Address:** 519 Mason Avenue

**Work to be Performed:** to renovate and  
construct a covered deck on the accessory  
structure

**Tax Map:** 83A3-1-579

**Current Zoning:** CR

**Lot Size:** 5,622 sq. ft.

**Historic Register:** CONTRIBUTING

*Description: Ca. 1886, Folk Victorian*

*Accessory Structure: Garage, Non-Contributing*

**Date Application Received:** February 1, 2026

**Pre-Application Meeting:** November 11, 2025

**Date Application Deemed Complete:** March 3, 2026

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

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### Overview:

The applicant is seeking to renovate the existing accessory structure as follows: (1) Front: (i) Remove the existing garage door and replace it with a paneled door and siding where needed, (ii) construct a 160 sq. ft. covered deck, and (iii) install a 210 sq. ft. concrete patio and wooden steps off the covered deck; (2) East Side: (i) Add a new door opening for the existing door to be relocated, (ii) add new window opening to install existing west side window relocation; and (3) West Side: (i) Relocate one of the existing 36" double hung windows to the east side, (ii) add one new 1/1 transom window; (3) Install siding on all areas as needed on the accessory structure. Also, included in this application is the installation of a privacy fence.

## Aerial Map:



## Materials:

**Siding:** Concrete Hardy Board 5/16" thickness x 5" exposure (to match house)

**Windows:** 61-1/2" x 13-1/2" Heritage Transom Double Pane Vinyl

**Door:** 141" x 96" Panel Multi-Slider Vinyl, **Trim:** 3-3/4" x 96" x 4-9/16" AZEK

**Foundation:** Concrete Block with Brick Veneer

**Covered Deck:** **Roof:** Asphalt Architectural Shingles, **Ceiling:** Shiplap Cedar **Flooring:** Parged Concrete with 12 x 12 Porcelain Pavers, **Columns:** 9' x 6" x 6" Treated Lumber with AZEK Wrap Square, **Steps:** 6" x 12" x 5'

**Patio:** **Flooring:** Parged Concrete with 12 x 12 Porcelain Pavers, **Columns:** 9' x 6" x 6" Treated Lumber with AZEK Wrap Square, **Steps:** 6" x 12" x 5'

**Fence:** 6' Cedar Wood Vertical Slats

## Staff Analysis:

### Zoning Compliance:

The property is a legal, conforming use. The proposed project is seeking to remove the existing deck and construct a rear addition and deck on the single-family dwelling. Also, proposed are a rear walkway, parking area, and fence. Although Zoning Compliance has not been achieved because the proposed additions exceed the allowable lot coverage of 50%, the HDRB can still review the submitted application packet and decide if the proposed project and materials are in keeping with the Cape Charles Historic District Overlay Design Guidelines.

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 3-12 – Folk Victorian)*

*Section 5.6: Noncontributing Accessory Structures Associated with a Contributing Primary Building*

*Section 9.1: Hardscaping (Driveway, Walkways, & Other Paving)*

*Section 9.2: Fences & Freestanding Walls*

*Section 9.3: Decks, Ramps, & Patios*

**Staff Recommendation:**

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed additions and renovations to the accessory structure 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