



Historic District Review Board Staff Report

Agenda Title: Tax Map 83A4-1-1 to 7 on Randolph Avenue
Agenda Date: August 18, 2026
Prepared by: Tracy Outten, Planning & Zoning Deputy
Reviewed By: Rick Keuroglan, Interim Zoning Administrator
Date: August 3, 2026

Applicant: Municipal Corporation of Cape Charles represented by Rick Keuroglan

Type Of Application: Pre-Application/Certificate of Appropriateness

Site Address: Randolph Avenue

Work to be Performed: to construct a new two-story building

Tax Map: 83A4-1-1 through 7

Current Zoning: C-2

Lot Size: 39,200

Historic Register: Not Listed

Description: NA

Accessory Structure: NA

Date Application Received: July 6, 2026

Pre-Application Meeting: August 18, 2026

Date Application Deemed Complete: July 6, 2026

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

Overview:

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

Aerial Map:



Materials:

Foundation: Concrete with Brick Veneer

Roof: Pitch: 6/12, Standing Seam Metal

Siding: Cementitious Lap, 8.5", 7" reveal; **Battens & Trim:** Cementitious; **Front:** Triangle Brick Southampton; Brackets: PVC

Front Columns: Square PVC

Doors: Steel: **Front:** 3' x 7' 2/2 Glass Panels with 2 Lites on top; **Garage:** 10' x 12' 6-Lite;

Misc.: 3' x 7' Narrow Lite

Windows: Prefinished Aluminum 2/2

Gutters & Downspouts: Prefinished Aluminum

Signage: Metal Lettering on front of building

Screening: Composite Picket around the refuse receptacles

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project seeks to construct a new 8,886-square-foot two-story municipal building. Zoning Compliance has been achieved based upon this application to the HDRB.

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

Historic District Guidelines:

Section 5.13: New Construction of Primary Buildings

Staff Recommendation:

Staff requests that the HDRB review the application materials submitted by the applicant and determine whether the proposed new municipal building and the materials are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

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

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

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

Attachments:

Attachment 1: Zoning Checklist C-2

Attachment 2: Application and Supporting Documents