



HISTORIC DISTRICT REVIEW BOARD

Special Meeting
Cape Charles Civic Center
via Electronic Communications
April 30, 2020
2:00 p.m.

This Special Meeting of the Cape Charles Historic District Review Board was held by video conference in accordance with Code of Virginia § 2.2-3708.2, subsection A.3, resulting from Governor Northam's March 12, 2020 declaration of a state of emergency for the Commonwealth of Virginia arising from the Novel Coronavirus (COVID-19) pandemic. It was deemed impractical and unsafe to assemble physically due to the highly contagious nature of COVID-19.

The purpose of this meeting was to review two applications to obtain a Certificate of Appropriateness. An audio recording was made of the meeting, and the meeting was also live-streamed on Facebook, as well as video-taped for viewing from the Town's website after processing. Public comments were accepted in writing prior to the meeting. Viewers could also submit their comments via Facebook Live and emails to the clerk.

At approximately 2:00 p.m., Chairman Kerry Shackelford, having established a quorum, called to order the Special Meeting of the Historic District Review Board (HDRB). Physically present at the Civic Center were Town Clerk Libby Hume and Deputy Clerk Tracy Outten. In attendance via Zoom were Michael Strub, Herb Thom, Edward Wells, Code Official Jeb Brady, Paul Grossman, and the applicants. There was one vacancy on the board. There were no members of the public physically in attendance, but there were 15 viewers on Facebook Live.

AGENDA:

Motion made by Herb Thom, seconded by Michael Strub, to accept the Agenda as presented. The motion was approved by unanimous vote.

PUBLIC COMMENT (AGENDA ITEMS ONLY):

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

ORDER OF BUSINESS:

A. *Application for a Certificate of Appropriateness at 648 Monroe Avenue – to construct a new detached garage.*

Patrick Prendergast, the applicant, asked if the board had any questions on the proposed garage.

Discussion was as follows: (i) Edward Wells asked for clarification on the garage doors. Patrick Prendergast explained that French doors were proposed for the side elevation and a standard steel door with a window on top was proposed for the rear of the garage; (ii) Edward Wells asked if this was a new build or a renovation to the existing shed. Patrick Prendergast answered that the shed would be removed, and the garage would be built there; (iii) Kerry Shackelford confirmed that windows proposed in the drawing were being used; yes; (iv) Kerry Shackelford asked what type of siding would be used. Patrick Prendergast said hardie plank; and (v) Herb Thom said the proposed garage would enhance the property.

Motion made by Edward Wells, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 648 Monroe Avenue to construct a new detached garage as presented. The motion was approved by unanimous vote.

B. *Application for a Certificate of Appropriateness at 301 Madison Avenue – to renovate a former*

church building.

Frank and Andrea Giardina introduced themselves and described the work to be done. Frank Giardina suggested discussing each item separately.

Herb Thom asked why a board member was not involved in all the pre-application meetings. Jeb Brady informed the board that the additional meetings with Frank Giardina were to work out zoning issues.

Frank Giardina clarified that the building was built in 1949 not in the 1930s. The original building that was located at 301 Madison had been moved to the neighboring lot. Edward Wells asked if this building now fell under non-contributing and this was a gray area. Kerry Shackelford read page 5 from the Cape Charles Historic District Guidelines (CCHDG). Frank Giardina said that contributing and non-contributing was open for interpretation by the town and thought it would determine how some items were reviewed.

After Frank Giardina explained that the windows needed to be replaced due the conditions and variation of colors, the discussion was as follows: (i) Michael Strub asked if the proposed windows were what was in the pictures. Frank Giardina answered no, that was just to show the material and the actual windows would look the same as the existing; (ii) Edward Wells asked if these were replacement windows; yes. Kerry Shackelford stated that the sash was kept when replacement windows were used. Frank Giardina said the sash would be removed and the new window would be custom fitted and as much wood as possible would be used; (iii) Kerry Shackelford asked if the glass would be clear; yes; (iv) Edward Wells said there had to be someone who could make the exact windows and then they would not change; (v) Kerry Shackelford said the biggest problem was the CCHDG was very specific about replacing windows with different materials. Edward Wells understood what the guidelines said, but a precedent was set with the approval of the other church windows; and (vi) Herb Thom agreed with Kerry Shackelford.

Discussion on the chimney removal was as follows: (i) Frank Giardina stated the chimney to be removed was non-functional and was in the middle of a bathroom and leaked; (ii) Michael Strub said the chimney did not look to be an intricate part of the building; (iii) Herb Thom and Kerry Shackelford both agreed the chimney should be retained; (iv) Michael Strub said chimneys had been removed in the past. Kerry Shackelford explained the applicants had other circumstances and engineering was an issue; (v) Edward Wells pointed out that the interior engineering was strange and could see why the applicant would want to remove the chimney. He added that if the chimney were not removed leaks could be prevented if a roofer knew how to flash properly. Edward Wells said in the pre-application meeting keeping the top of the chimney was discussed. Frank Giardina said that would be a non-essential expense and look silly since the chimney had no appeal; (vi) Kerry Shackelford said that every single house in this town built around 1949 had a chimney for coal heat and removing this chimney would have an impact. He added that the chimney made up a part of the appearance of the building. Frank Giardina said unfortunately this building had been changed and the addition covered the chimney; and (vii) Herb Thom asked if the chimney was original to the church or a part of the addition. Frank Giardina guessed it was a part of the church.

Kerry Shackelford informed the applicants that if any work was done on the side deck the board needed to review that.

Discussion on enlarging the rear deck was as follows: (i) Frank Giardina said enlarging the deck would make it compliant with code and added that the same deck board material would be used; (ii) Kerry Shackelford asked if deck railings would be added. Frank Giardina said it had not been determined or decided if railings would be used. Kerry Shackelford described the historic railing look. Frank Giardina wondered if the reason the handrails would need the board's approval was because they were visible from Strawberry Street; yes; (iii) Kerry Shackelford said the deck could be

conditionally approved with the understanding that shop drawings of the railing were needed for administrative approval; and (iv) Edward Wells asked what material would be used. Frank Giardina answered treated lumber deck boards.

Discussion on the replacement of the back door with a sliding glass door was as follows: (i) Kerry Shackelford asked if the existing door opened out to the deck; yes and Frank Giardina would like to replace it with a sliding glass door; (ii) Kerry Shackelford said a sliding glass door was not typical in the district. Herb Thom did not think it would be visible. Edward Wells said the owners were at a disadvantage because the building was located on a corner; and (iii) Herb Thom suggested using French doors. Frank Giardina said French doors would not work because of space restrictions. Edward Wells informed the applicant that French doors had a slider option.

Kerry Shackelford said the board usually did not discuss replacing roof shingles.

Kerry Shackelford asked what would replace the storm door. Frank Giardina answered an actual door that looked similarly to a storm door.

Motion made by Herb Thom, seconded by Edward Wells, to approve the application for the Certificate of Appropriateness at 301 Madison Avenue to renovate a former church building with the following conditions: (i) the chimney was to be retained; and (ii) shop drawings needed to be provided if handrails were added to the deck.

Kerry Shackelford stressed that the exterior look of the building would change if windows were allowed as proposed. There was additional discussion on the windows.

The motion was approved by majority vote, with Kerry Shackelford abstaining.

Kerry Shackelford thanked everyone for their efforts and attendance.

Motion made by Herb Thom, seconded by Michael Strub, to adjourn the April 30, 2020 Historic District Review Board Special Meeting at 3:25 p.m. The motion was unanimously approved.

Chairman Kerry Shackelford

Deputy Clerk