



HISTORIC DISTRICT REVIEW BOARD

Special Meeting
Cape Charles Civic Center
July 21, 2020
6:00 p.m.

This Special Meeting of the 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 6:00 p.m., Chairman Kerry Shackelford, having established a quorum, called to order the Special Meeting of the Historic District Review Board (HDRB). In addition to Kerry Shackelford, physically present at the Civic Center were board members Herb Thom and Edward Wells. Michael Strub attended the meeting via telephone. Also, in attendance were Town Manager John Hozey, Town Planner Allyson Finchum, Town Clerk Libby Hume, Deputy Clerk Tracy Outten, and the applicants. There was one vacancy on the board. There was one member of the public physically in attendance and 6 viewers on Facebook Live.

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 (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 324 Jefferson Avenue – to renovate the exterior on a single-family detached dwelling.*

Kerry Shackelford asked the applicant if they needed to add any information to the application. Jay Meadows, the applicant, said no, but did have a sample of the siding to show the board.

Discussion was as follows: (i) Herb Thom asked for more information on the proposed windows. Jay Meadows answered that they were using Simonton windows with pro brick mold and vinyl windowsills. Herb Thom expressed his concerns about the width of the windowsill; (ii) Edward Wells wanted to know what year the house was built. Jay Meadows said the house was built in 1940 and was remodeled in 1978; (iii) Allyson Finchum informed the board that the submitted plans did not meet the zoning requirements for total number of stories. Kerry Shackelford said the zoning requirements need to be met before the HDRB can decide, but the board could give guidance to the applicant; (iv) Herb Thom needed more window details. Kerry Shackelford asked if a total window jam replacement was being done. Jay Meadows answered they were using replacement windows. Kerry Shackelford explained the window guidelines to him; (v) Michael Strub wanted to know if it was the applicants desire to replace a door with a window. Jay Meadows said no, an opening was being closed. Kerry Shackelford would like more information to be provided; (vi) Michael Strub thought the renovations looked fine and questioned the empty lot near the house. Kerry Shackelford

said this was a corner lot and no neighboring empty lots were near the house and explained that as long as the proposed work was visible from the street, guidelines needed to be followed; (vii) Michael Strub thought this was a non-contributing structure. Some discussion ensued regarding the confusion on contributing and non-contributing; (viii) Edward Wells asked if the dormers would be wood shakes; yes, but vinyl; (ix) Kerry Shackelford referred the applicants to the Cape Charles Historic District Guidelines for guidance on roofs, siding, and porches; and (x) Kerry Shackelford asked if the applicant received a permit to remove the chimney; yes.

Motion made by Edward Wells, seconded by Herb Thom, to defer the application for the Certificate of Appropriateness at 324 Jefferson Avenue to renovate the exterior on the single-family home until the August 18, 2020 meeting. The motion was approved by unanimous vote.

B. *Application for a Certificate of Appropriateness at 648 Monroe Avenue – to construct a one-story rear addition on a single-family detached dwelling.*

Patrick Prendergast, the applicant, described the proposed addition.

Discussion was as follows: (i) Kerry Shackelford asked if the submitted plans included the new addition size; yes. There was much discussion regarding the shortening of the second story window to get an adequate roof pitch; (ii) Herb Thom asked if they were replacing a window with a door. Patrick Prendergast answered yes, the one located on the first floor. Kerry Shackelford was concerned about losing two historic windows. Patrick Prendergast mentioned that the original design was changed because of the pre-application meeting. Edward Wells attended the pre-application meeting and said the window jam and trim were still intact; and (iii) Michael Strub thought the rear addition was not visible, therefore was not in the purview of the HDRB. Edward Wells agreed.

Motion made by Edward Wells, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 648 Monroe Avenue to construct a one-story rear addition on the single-family home as presented. The motion failed with a tie vote.

Motion made by Herb Thom, seconded by Edward Wells, to approve the application for the Certificate of Appropriateness at 648 Monroe Avenue to construct a one-story rear addition on the single-family home with the following condition: (i) the roof line needed to be altered to retain the second story window. The motion was approved by unanimous vote.

Motion made by Edward Wells, seconded by Herb Thom, to adjourn the July 21, 2020 Historic District Review Board Special Meeting at 6:43 p.m. The motion was unanimously approved.

Chairman Kerry Shackelford

Deputy Clerk