



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
August 18, 2020
6:00 p.m.

At 6:00 p.m., Chairman Kerry Shackelford, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Kerry Shackelford, present were Herb Thom and Edward Wells. Michael Strub was not in attendance. There was one vacancy on the board. Also, in attendance were Town Planner Allyson Finchum, Deputy Clerk Tracy Outten, and the applicants. There were two members of the public in attendance.

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

PUBLIC COMMENT:

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

CONSENT AGENDA:

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

Motion made by Edward Wells, seconded by Herb Thom, to accept the minutes from the Historic District Review Board July 21, 2020 Special Meeting as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

- A. *Application for a Certificate of Appropriateness at 324 Jefferson Avenue – to renovate the exterior on a single-family detached dwelling.*

Tracy and Jay Meadows, applicants, did not have any additional information to add to the submitted application. Kerry Shackelford asked about the back porch. Allyson Finchum said an email from the applicants was included in the agenda packet stating that the rear porch was removed from consideration.

Discussion was as follows: (i) Kerry Shackelford asked if the applicants had looked at dormers around this town; yes; (ii) Edward Wells wanted to know if the windows had been finalized. Jay Meadows answered yes, the information was included with the application. Kerry Shackelford added that only standard information was included not the exact model. Jay Meadows explained that the trim and casings would stay the same; (iii) Herb Thom asked if the dormer had been changed since the previous meeting. Kerry Shackelford answered that it was a standard gable dormer; (iv) Edward Wells wanted to know if the front porch would stay the same and if all windows were being taken out. Jay Meadows said they were making it an open porch; (v) Kerry Shackelford said the submitted drawings showed a hip roof so that was what would be approved, and any changes needed to come back to the board; (vi) Edward Wells asked if a permit to remove the chimney was issued; yes. and (vii) Edward Wells asked if vinyl was being replaced. Jay Meadows answered yes, unless it was not allowed then it would stay the same. Kerry Shackelford added that if the vinyl was removed, the original siding should be restored if possible. Tracy Meadows said the original siding may have fire damage. There was much discussion about allowing vinyl to be removed and setting a precedence. Kerry Shackelford informed the applicants that a hardie siding product could be use. Jay Meadows stated they wanted something low maintenance and that siding product needed to be painted every year. Edward Wells informed the applicants that his house had hardie siding and he had not painted it and added that it comes with a warranty.

Motion made by Kerry Shackelford, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 324 Jefferson Avenue to renovate the exterior on the single-family dwelling with the following conditions: (i) pictures and an evaluation needed to be provided to the board to determine the condition of the original siding; and (ii) the dormer siding needed to be changed. The motion was approved by unanimous vote.

Alyson Finchum asked for clarification on the approved windows. Jay Meadows answered 3/1 with simulated divided lites.

NEW BUSINESS:

A. *Application for a Certificate of Appropriateness at 106 Bay Avenue – to remove existing vinyl siding and replace with alternative siding on a single-family detached home.*

Howard Thibodeau, applicant, gave an overview of the proposed work to be done and showed a sample of the siding to be used if approved. He added that the proposed siding was acceptable in historic Williamsburg and Charleston.

Much discussion ensued on preserving the original siding.

Motion made by Herb Thom, seconded by Edward Wells, to defer the application for the Certificate of Appropriateness at 106 Bay Avenue to remove the existing vinyl siding and replace with alternative siding on the single-family dwelling until the condition of the original siding was discovered. The motion was approved by unanimous vote.

B. *Application for a Certificate of Appropriateness at lot 27 on Tazwell Avenue (tax map #83A4-1-27) – to construct a new single-family detached dwelling.*

Bill Doughty, contractor, described the proposed new home. He showed samples of the proposed cedar shake siding.

Discussion was as follows: (i) Kerry Shackelford informed him that the board was asking applicants to put a thicker nosing on windowsills; and (ii) Herb Thom asked if the back porch was visible to determine the screen placement. Kerry Shackelford said it would not be visible.

Motion made by Michael Strub, seconded by Edward Wells, to approve the application for the Certificate of Appropriateness for lot 27 on Tazewell Avenue to construct a new single-family dwelling as presented. The motion was approved by majority vote with Herb Thom opposing and Kerry Shackelford abstaining.

OTHER BUSINESS:

- Allyson Finchum suggested having pre-application meetings before the regular meeting. She also suggested the board meet twice a month rather than once a month so questions could get answered.
- Kerry Shackelford would like to schedule work sessions to continue updating the guidelines.

ANNOUNCEMENTS:

- Allyson Finchum informed the HDRB that Tracy Outten was now the Planning Technician.

Motion made by Herb Thom, seconded by Michael Strub, to adjourn the August 18, 2020 Historic District Review Board Regular Meeting at 7:31 p.m. The motion was unanimously approved.

Chairman Kerry Shackelford

Deputy Clerk