



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
September 22, 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 Michael Strub, Herb Thom, and Edward Wells. There was one vacancy on the board. Also, in attendance were Town Planner Allyson Finchum, Planning Technician Tracy Outten, and the applicants. There were three 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 Herb Thom, seconded by Edward Wells, to accept the agenda as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

- A. *Application for a Certificate of Appropriateness at 333 Madison Avenue – to install a fence.*
Edmund Sabo, applicant, described the proposed fence to be installed.

Questions and discussion were as follows: (i) Edward Wells was concerned about the fence facing the front of the property. Michael Strub said that it was inline and common within the area. Kerry Shackelford interpreted that the Cape Charles Historic District Guidelines (CCHDG) did not allow fences in front of the home. He added that the CCHDG did not give the board much guidance. Allyson Finchum informed the board that an excerpt from the zoning ordinance and the CCHDG page 21 were included as attachments to the staff report; (ii) Edward Wells said the landscaping would look nice; and (iii) Kerry Shackelford said the materials were appropriate.

Motion made by Michael Strub, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 333 Madison Avenue to install a fence as presented. The motion was approved by unanimous vote.

- B. *Application for a Certificate of Appropriateness at lot 227 on Madison Avenue – to construct a new single-family detached dwelling.*
Jeffrey and Linda Schroeder, applicants, informed the board of the following amendments to the application: (i) 7" hardie plank siding was now proposed; (ii) the porch roof would be bead board; and (iii) the rear porch screening would be on the inside.

Motion made by Edward Wells, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 227 Madison Avenue to construct a new single-family dwelling with the following amendments: (i) hardie plank siding with a 7" exposure be used; and (ii) the front and back porches would have a bead board ceiling, the screens would be on the inside of the

railings, and the railings would be alike.. The motion was approved by unanimous vote.

C. Application for a Certificate of Appropriateness at 504 Jefferson Avenue – to renovate and construct a rear two-story addition on a single-family detached dwelling.

Andrew McCoy, applicant, described the proposed renovation and rear addition.

Discussion was as follows: (i) Kerry Shackelford informed him that more information and details were needed for the doors, porches, windows, foundation, and roof line; and (ii) Edward Wells said there needed to be a differentiation between the addition and existing.

Motion made by Michael Strub, seconded by Herb Thom, to defer the application for the Certificate of Appropriateness at 504 Jefferson Avenue to renovate and construct a rear two-story addition on the single-family dwelling until the October Historic District Review Board Meeting. The motion was approved by unanimous vote.

OTHER BUSINESS:

- Allyson Finchum discussed which administrative approvals could be granted in the historic district. The board wanted to review all accessory structures, fences, and roofs if a different material was proposed. Allyson Finchum suggested that the zoning ordinance be amended to fix some issues.
- Kerry Shackelford would like the board to review Paul Grossman's Guiding Principles. (Please see attached.)

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Edward Wells, to adjourn the September 22, 2020 Historic District Review Board Regular Meeting at 7:37 p.m. The motion was unanimously approved.

Chairman Kerry Shackelford

Planning Technician