



HISTORIC DISTRICT REVIEW BOARD

Special Meeting and Work Session

Cape Charles Civic Center

October 6, 2020

3:30 p.m.

At 3:30 p.m., Vice-Chairman Edward Wells, having established a quorum, called to order the Special Meeting and Work Session of the Historic District Review Board (HDRB). In addition to Edward Wells, present was Michael Strub and Herb Thom. Kerry Shackelford was not in attendance. There was one vacancy on the board. Also, in attendance were Town Planner Allyson Finchum, Planning Technician Tracy Outten, and the applicants. There were two members of the public in attendance.

CONSENT AGENDA:

Edward Wells approved the consent agenda.

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. *Pre-Application for a Certificate of Appropriateness at 6 Tazewell Avenue – to construct a rear addition on a single-family detached dwelling.*

Scott Simms, contractor, described the proposed rear addition and second-story balcony.

Tracy Outten read comments submitted by Kerry Shackelford. (Please see attached.)

The board requested that the following information be provided:

- More specific drawings
- Plans showing lot lines and addition
- Specification sheets for all proposed materials, windows, and door

- B. *Pre-Application for a Certificate of Appropriateness at 511 Tazewell Avenue – to renovate the exterior and remove the chimney on a single-family detached dwelling.*

Mark Guevarra, applicant, explained what was proposed to be renovated and stated that the chimney was leaning and in complete disrepair.

Tracy Outten read comments submitted by Kerry Shackelford. (Please see attached.)

After the board discussed the proposed renovations and removal of the chimney, the following was requested:

- The Certificate of Appropriateness application would be to repair the chimney, not remove it.
- A letter of intent explaining the renovations
- Plans
- Elevations or photographs
- Specification sheets for all proposed materials

- C. *Pre-Application for a Certificate of Appropriateness at 10 Randolph Avenue – to construct a two-story garage.*

Clayton and Lysa Newman, applicants, described the proposed garage.

Tracy Outten read comments submitted by Kerry Shackelford. (Please see attached.)

After some discussion, Edward Wells said that a 5" or 7" reveal on the siding was preferred.

The board requested that the following information be provided:

- Specification sheets for all proposed materials, windows, and doors

- D. *Pre-Application for a Certificate of Appropriateness at 408 Tazewell Avenue – to install a fence/gate.*
Robert Panek, applicant, presented the application for placement of a gate.

Tracy Outten read comments submitted by Kerry Shackelford. (Please see attached.)

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 408 Tazewell Avenue to construct the gate as presented. The motion was approved by unanimous vote.

- E. *Pre-Application for a Certificate of Appropriateness at 635 Mason Avenue – to construct an addition and repair the roof on a single-family detached dwelling.*

James Garvey, applicant, said that the proposed addition would have the same materials as the existing home.

Tracy Outten read comments submitted by Kerry Shackelford. (Please see attached.)

The board informed the applicant that there needed to be a differentiation between the addition and the existing structure.

The following was requested by the board:

- Detail differentiating the addition from the existing home
- Material list and specification sheets

- F. *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, explained that all comments from the last meeting were taken into consideration when this application was completed.

Tracy Outten read comments submitted by Kerry Shackelford. (Please see attached.)

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

OTHER BUSINESS:

- Allyson Finchum informed the board that 614 Strawberry Street was not constructed as approved.

WORK SESSION ORDER BUSINESS:

- A. *Historic District Guidelines update.*

The work session would be rescheduled.

Motion made by Herb Thom, seconded by Michael Strub, to adjourn the October 6, 2020 Historic District Review Board Special Meeting and Work Session at 4:50 p.m. The motion was unanimously approved.

Vice-Chairman Edward Wells

Planning Technician

Kerry Shackelford Comments

Subject: Tonight's Meeting

Date: Tuesday, October 6, 2020 2:48:45 PM

My comments on the agenda:

1. 6 Tazwell Ave, need better drawings, including plan view with plat showing lot lines so we can determine visibility of the addition. Windows need actual specs and should be GBW if in fact the existing ones are vinyl replacements. If not, they should match the originals. All materials should be specked not just listed to match.
2. 511 Tazwell, Roof material seems, removing screen ok, I would recommend square railings with simple handrail, perhaps "Richmond Rail", and it should be wood. I think it could be left off; I did not measure the height, but the original Porch had nor railing that was visible. I would support leaving it off if code allows. The chimney is a defining feature of the house and should be retained. If it is unsafe, it should be re-built or repaired to its original condition. The guidelines are very specific about defining features like chimneys. I realize that the lower portion is to be retained anyway, but it will change the overall look to much to remove the upper portion. Please refer the applicant to the guidelines for help. I assume that nothing else is to be changed, doors, windows, siding, porch flooring, trim, etc.
3. 10 Randolph, garage should have specs for doors, windows, siding, etc. if the stairs are visible, they should meet the porch guidelines. We should review the overall size of this garage, it may be ok, but hard to tell. This and how it is visible from the street should be Review with the applicant.
4. 408 Tazwell, I don't see exactly where this gate is going, but it just needs to meet the fence guidelines, which are limited.
5. 635 Mason, need drawings, the roof line is hard to see accurately in this sketch. The concern is that the addition needs to be lower than the original structure so as to not be visible from the front. Need specs on all the materials, windows, siding, trim etc., as well as cornice details in relation to the original. Also plan view of the proposed work, so we can see the relationship to the original structure.
6. 504 Jefferson, I think the drawings reflect the changes we asked for.

I can call in for the meeting if you need me. Just let me know what number to call

Further comments, I am concerned about the work on the corner of Mason, and Nectarine I think, it is by coastal baking co, it appears that he has removed the vinyl siding and covered up a window in the back, I don't think this was approved so we need to review that. Also the house on the corner of Jefferson and nectarine still has two holes in the roof that continue to accelerate the deterioration in that house. This is one of the early houses in town that retains much of the early exterior. I am concerned the owners are letting it go with the hopes of being able to make significant alterations. They should cover the holes and be aware that they can't just let it go. We still need to put into place a better way of tracking the work once it is approved.

Kerry Shackelford President

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