



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting and Work Session

Cape Charles Civic Center

October 20, 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 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.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

- A. *Pre-Application for a Certificate of Appropriateness at 301 Madison Avenue – to construct an accessory structure and to install a fence.*

Frank Giardina informed the board that the accessory building had been discussed in past meetings with Town Code Official Jeb Brady and Paul Grossman, therefore he disagreed with having the building reviewed by the HDRB. Kerry Shackelford said if he had issues with a decision made by the town planner/zoning administrator that would need to be taken to the Board of Zoning Appeals. Frank Giardina described the proposed accessory building and fence.

Questions and discussion were as follows: (i) Herb Thom did not think the fence was supposed to go on the front of the property. Kerry Shackelford would like the fence to be moved back so it would not be in front of the house. Frank Giardina questioned if the fence location was included in the board's purview; (ii) Kerry Shackelford asked the applicant would be opposed to changing the fence material; yes; and (iii) Edward Wells asked if the applicant had a sample of the proposed siding; no.

The board requested that the following information be provided:

- A different material for the accessory structure and fence
- Specification sheets for all proposed materials

- B. *Pre-Application for a Certificate of Appropriateness at 549/551 Monroe Avenue – to renovate the exterior gables on a duplex.*

Anne Vantine and Deborah Glover, applicants, showed a sample of the cedar fish scale gables that they would like to use to replace the vinyl fish scale gables.

Kerry Shackelford said if the vinyl siding was removed the original siding would need to be restored. The board requested that the following information be provided:

- Historic photographs with the fish scale siding
- Photographs and detail of the existing siding condition that was underneath the vinyl fish scale gables

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

Clayton Newman, applicant, described the proposed garage.

Discussion was as follows: (i) Edward Wells asked what the siding reveal would be; 7-1/4”; and (ii) Kerry Shackelford asked what material the handrails were; wood.

Motion made by Edward Wells, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 10 Randolph Avenue to construct a two-story garage as presented. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. Historic Preservation Plan.

Paul Grossman gave a brief history of the update process for the Preservation Plan.

There was some discussion on the public perception of the town, beach or historic.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Edward Wells, to close the October 20, 2020 Historic District Review Board Regular Meeting and move to the Work Session. The motion was unanimously approved.

WORK SESSION ORDER OF BUSINESS:

A. Cape Charles Historic District Guidelines update.

Kerry Shackelford proposed the updates were done one section at a time.

Discussion ensued on Paul Grossman’s proposed changes to the Historic District Overlay ordinance. (Please see attached.)

Motion made by Herb Thom, seconded by Michael Strub, to adjourn the October 20, 2020 Historic District Review Board Regular Meeting and Work Session at 8:30 p.m. The motion was unanimously approved.

Chairman Kerry Shackelford

Planning Technician

Paul Grossman Handouts

Cape Charles Article VIII Summary of Changes Made and Reasons October 6, 2020

Generic Change

- Changed language away from specific gender.

Section 8.3 Inventory of Landmarks and Contributing Properties Established

- Implemented Guiding Principle #6.
- Changed the period of significance from 1880s-1940 (approximately 50 years before first survey was taken) to 1880s-1964 (opening of the Chesapeake Bridge-Tunnel) that would be in agreement with the amended (2019) National Register's period of significance.
- The national register district boundary map is different (smaller footprint) than the district map adopted by the Town. Therefore, addressed housing and structures not listed in the national register. Housing and structures built before 1965 would be considered 'contributing' unless applicants have additional information that the board could consider otherwise.
- Changes between these national register survey lists are as follows to allow perspective on the degree of change in register inventory;

Classifications	Contributing homes	% change against initial contributing total (526)	Contributing 'Structure'	Non-contributing homes	Non-contributing 'structures'
National Register (period – 1940)	526		3	38	0
1. Contributing Deleted 'Demolished'	-52	-10%			
2. Contrib. deleted 'Other'	-44	-8%			
3. Non-contrib deleted 'Demolish'				-1	
4. Non-contrib deleted 'other'				-9	
5. Contributing added	42	+8%			
6. Non-contributing added				37	
7. Contributing to non-contributing	-13	-2%		13	
8. Non-contributing to contributing	15	+3%		-15	
9. Contributing structure added			1		
10. Non-contributing structure added					7
11. Contributing structure deleted			-2		
12. Non-contributing structure deleted					0
13. Accessory added to contributing			106		
14. Accessory added to non-contributing				168	
National Register (period – 1964) corrected	474	-10%	108	231	7

Section 8.9 Historic District Review Board Qualifications

- Change made to provide agreement with HDRB by-laws.

Section 8.14, Historic District Review Board: Powers and Duties

economic or architectural interrelationships even though some structures in the area might not possess significant merit when considered alone.

Section 8.3 Inventory of Landmarks and Contributing Properties Established

The Town of Cape Charles has established as part of this ordinance ~~a an-inventory~~ map covering the area included in the Historic District, based on the criteria set forth in this ordinance. This map herein ~~after called the inventory map~~ shall be as much a part of this ordinance ~~as if fully described herein and shall be filed as a part of this ordinance by the Town Clerk of the Town of Cape Charles. Until such time as it is changed in this ordinance, the period of significance for the Town will be 1880s to 1964 as delineated in the Cape Charles Historic District National Register of Historic Places (amended 2019). As identified in the National Register,~~ structures or sites designated as properties which contribute to the historic character of the Town shall be known as contributing properties for the purpose of this Ordinance. ~~Should a building or structure within the boundaries of the historic district not be listed in the national register, the age of the house or structure will be used to determine classification (i.e., built before 1965 will be considered as contributing). The board may be presented with evidence of extensive changes previously made or other information that may warrant the board in changing a property's classification.~~ Structures or sites not designated as landmark or contributing properties shall be known as noncontributing properties. The ~~inventory~~ map may be amended from time to time in the same manner as the zoning district map.

Section 8.4. Application of the District; Relation to Other Zoning Districts

To enable the district to operate in harmony with the plan for land use and population density embodied in these regulations, the Historic District is created as a special district to be superimposed on other districts contained in these regulations and is to be so designated by a special symbol for its boundaries on the Zoning District Map. The uses, housing types, minimum lot requirements, minimum yard requirements, maximum height, and accessory uses and accessory signs shall be determined by the regulations applicable to the other districts over which the Historic District is superimposed except as these other district regulations may be modified by application of the regulations in the Historic District.

Section 8.5 Permitted Uses [revised – 08/16/18]

A building or land shall be used only for any use or accessory use permitted in the zoning district in which the premises are situated and upon which the Historic District is superimposed.

Section 8.6 Historic District Review Board; Creation

For the general purposes of this Article as herein stated and specifically to preserve and protect historic places and areas in the Town through the control of demolition of such places and through the regulation of architectural design and uses of structures in such areas, there is created a board known as the Historic District Review Board.

Section 8.7 Historic District Review Board; Membership [revised – 08/16/18]