



HISTORIC DISTRICT REVIEW BOARD

Special Meeting
Cape Charles Civic Center
via Electronic Communications
February 2, 2021
3:00 p.m.

This Special Meeting of the Cape Charles 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 five 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 and the planner.

At approximately 3:00 p.m., Chairman Kerry Shackelford, having established a quorum, called to order the Special Meeting of the Historic District Review Board (HDRB). Physically present at the Civic Center were Edward Wells, Town Planner Allyson Finchum, and Planning Technician Tracy Outten. In attendance via Zoom were Martin Mayer, Michael Strub, Herb Thom, and the applicants. There were no members of the public physically in attendance, but there were 20 viewers on Facebook Live.

AGENDA:

Kerry Shackelford approved the agenda as written.

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 to enclose a deck on a single-family detached dwelling at 6 Randolph Avenue – tax map #83A3-2-2-82.*

Allyson Finchum said zoning would be approved.

Motion made by Herb Thom, seconded by Edward Wells, to approve the Application for a Certificate of Appropriateness at 6 Randolph Avenue to enclose the rear deck on the single-family detached dwelling as submitted. The motion was approved by majority vote with Kerry Shackelford abstaining.

Roll call vote: Martin Mayer, yes; Michael Strub, yes; Herb Thom, yes; Edward Wells, yes; Kerry Shackelford, abstained.

- B. *Application for a Certificate of Appropriateness to construct an accessory structure and install a fence at 301 Madison Avenue – tax map #83A1-1-195.*

Allyson Finchum said that the proposed accessory structure had some zoning issues. She said the application was unclear as to if the structure was one-story or two-story. Allyson Finchum recommended deferring the application to construct an accessory structure until the height was clarified.

There was much discussion on the height of the structure and the definition of a half-story.

Motion made by Herb Thom, seconded by Michael Strub, to approve the Application for a Certificate of Appropriateness at 301 Madison Avenue to install a fence as submitted and to defer the application to construct an accessory structure until zoning requirements were met. The motion was approved by majority vote with Edward Wells opposing and Kerry Shackelford abstaining.

Roll call vote: Martin Mayer, yes; Michael Strub, yes; Herb Thom, yes; Edward Wells, no; Kerry Shackelford, abstained.

- C. *Pre-Application for a Certificate of Appropriateness to modify windows and doors on a commercial building at 303 Jefferson Avenue – tax map #83A1-1-84C.*

Allyson Finchum was still reviewing the zoning requirements.

Suzanne Baker, owner, explained the proposed modifications and added that hopefully the address could be changed to 303 Strawberry Street.

Michael Strub reminded the board that the past owners were supposed to have a plaque displayed with the building's history.

After much discussion on the outdoor seating, lighting, and drive-thru window, the following information was requested:

- Additional details on the façade
- Proposed HVAC system location needed to be changed.
- Specifications on all proposed materials including lamp post.
- Actual drawings were needed for the west elevation proposal.
- Current window size and proposed window details and specifications were needed for the east elevation.
- Additional details on how the fence would be tapered.
- Sign details
- Site plan

- D. *Pre-Application for a Certificate of Appropriateness to construct a new single-family detached dwelling on lot 92 on Washington Avenue – tax map #83A1-1-92.*

Allyson Finchum said zoning would be approved.

William Doughty, contractor, summarized the proposed two-story home.

There was much discussion on the use of vinyl siding not being allowed per the guidelines in the historic district. Hardie material was suggested as an alternative.

Discussion and questions were as follows: (i) Kerry Shackelford asked if the grills were between the glass; no; (ii) Edward Wells asked if the facias were going to be aluminum capped; yes. He then wanted to know if another material like azek could be used. The contractor answered that was the homeowner's choice; and (iii) Herb Thom said the windowsills should cast a shadow.

William and Jacqueline Heller, the applicants, wanted the HDRB to deny the application so they could get started on the appeal process.

The following information was requested:

- The siding and fascia material needed to be different material.
- A sketch of the windows.

- E. *Pre-Application for a Certificate of Appropriateness to install handrailing on a single-family detached dwelling at 102 Madison Avenue – tax map #83A3-2-8-6.*
Allyson Finchum stated that the application would be approved by zoning.

Stephanie Doughtie, applicant, said the railing was mandatory per the insurance company.

Motion made by Herb Thom, seconded by Edward Wells, to approve the Application for a Certificate of Appropriateness at 102 Madison Avenue to install handrailing on the single-family detached dwelling as submitted with the choice to use wrought iron or painted azek railing. The motion was approved by majority vote with Kerry Shackelford abstaining.

Roll call vote: Martin Mayer, yes; Michael Strub, yes; Herb Thom, yes; Edward Wells, yes; Kerry Shackelford, abstained.

OTHER BUSINESS:

Kerry Shackelford requested that the HDRB only meet once a month and only having five or six applications per agenda to review. He continued by explain that it does take time to review each application as no two were the same.

Motion made by Herb Thom, seconded by Edward Wells, to adjourn the February 2, 2021 Historic District Review Board Special Meeting at 5:08 p.m. The motion was unanimously approved.

Roll call vote: Martin Mayer, yes; Kerry Shackelford, yes; Michael Strub, yes; Herb Thom, yes; Edward Wells, yes.

Chairman Kerry Shackelford

Planning Technician