



HISTORIC DISTRICT REVIEW BOARD

Special Meeting
Cape Charles Civic Center
via Electronic Communications
February 16, 2021
6:00 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 6:00 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 was Planning Technician Tracy Outten. In attendance via Zoom were Martin Mayer, Michael Strub, Herb Thom, Edward Wells, Interim Town Planner Katie Nunez, and the applicants. There were no members of the public physically in attendance, but there were 21 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. *Pre-Application for a Certificate of Appropriateness to relocate windows and doors on a single-family detached dwelling at 511 Harbor Avenue – tax map #83A1-2-10-7.*

Claudine Pierce, applicant, said this was a 1940s cape cod house therefore was a contributing structure. She continued by describing the proposed windows and doors.

Discussion and questions were as follows: (i) Michael Strub said the letter of intent mentioned the entrance to the home faced west but it faces east. The applicant agreed and said this was a corner lot; (ii) Kerry Shackelford asked if there was anything between the property and Bay Avenue. The applicant answered an open lot and an alley; (iii) Herb Thom asked if the brick steps were being used; no, planning on replacing with pressure treated wood; (iv) Edward Wells wanted to know if the existing right elevation windows were double windows; yes, would like to replace with single window; and (v) Kerry Shackelford had an issue with the number of alterations being done to the house and this was going to be visible. Sparky Zivin, owner, mentioned that the large blue house behind the lot had been modified.

Motion made by Edward Wells, seconded by Herb Thom, to approve the Application for a Certificate of Appropriateness at 511 Harbor Avenue to relocate the windows and doors on the single-family detached dwelling with the condition that the original brick steps were to be retained. 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. *Pre-Application for a Certificate of Appropriateness to construct an accessory structure and install a fence at 416 Plum Street – tax map #83A3-10-D.*

Katie Nunez said to complete the zoning review the setbacks and dimensions of the proposed structure.

Todd Bagwell, applicant, explained the proposed accessory structure and fence.

Discussion and questions were as follows: (i) Edward Wells mentioned that the fence only needed to be 4' on the alley side. The applicant was mirroring the neighbors fence; (ii) Kerry Shackelford asked if the shed would have water; no just a shower as stated in the letter; (iii) Herb Thom wanted the tree to remain; and (iv) Edward Wells asked if the rear deck material had been removed; yes, it was replaced with a patio.

The applicant was asked to read the Cape Charles Historic District Guidelines (CCHDG) as it pertains to fences.

- C. *Pre-Application for a Certificate of Appropriateness to modify windows and add a skylight on a single-family detached dwelling at 209 Randolph Avenue – tax map #83A3-1-527B.*

Katie Nunez said there were no zoning issues with this application.

Brad Connors, applicant, described the scope of work and explained the skylight would allow more sunlight in.

Discussion and questions were as follows: (i) Michael Strub asked the windows were wood; no, vinyl; (ii) Edward Wells got clarification on the west wall window request; (iii) Martin Mayer asked if the window reconfiguration was going to be up by the overhand. The applicant answered yes but the roof line would not change. Discussion ensued on the window reconfiguration; (iv) Kerry Shackelford asked if any of the original wood frames existed; unsure; and (v) The window closer to the eave was out of character.

The following information was requested:

- Plan view of windows in relation to the street and adjacent property's view – include their orientation and placement
- Check on the west window frame to see if the original wood frame existed
- Rear addition construction date
- Proposed skylight location plan view

- D. *Pre-Application for a Certificate of Appropriateness to construct a new attached garage on a single-family detached dwelling at 705 Monroe Avenue – tax map #83A4-1-41A.*

Katie Nunez was working on the zoning requirements and researching the lot lines.

William Steadman and Lisa lines, applicants, gave a detailed description of the proposed attached garage.

Herb Thom asked if the trees were remaining; no, three were being removed.

Motion made by Herb Thom, seconded by Edward Wells, to approve the Application for a Certificate of Appropriateness at 705 Monroe Avenue to construct an attached garage on the single-family detached home with the condition that all zoning requirements were approved. 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.

- E. *Pre-Application for a Certificate of Appropriateness to construct a two-story single-family detached dwelling on lot 369 on Tazewell Avenue – tax map #83A3-1-369.*

Katie Nunez was working with Allyson Finchum on the zoning requirements.

Scott Sleeme, contractor, and Price Beazley said they took all comments into consideration when coming up with these house plans.

Discussion and questions were as follows: (i) Herb Thom mentioned the tree location and roots. They were aware and took precautions; (ii) Michael Strub clarified that the windows were black and white; yes; (iii) Kerry Shackelford asked if the roof material would be corrugated metal; no; (iv) Edward Wells stated that the proposed porch was pressure treated decking; yes. Kerry Shackelford said tongue and groove decking was preferred; (v) Herb Thom informed the applicant that the windowsill needed to be at least 2” deep; (vi) Kerry Shackelford noted that there were many inconsistencies in the plans and what the applicant was saying. The plans that the board reviewed should reflect the actual proposal; (vii) There was much discussion on the window sizes as they were not accurately described in the plans; (viii) Edward Wells confirmed that hardie siding would be used; and (ix) Edward Wells informed the applicants that wider balusters were preferred.

Motion made by Herb Thom, seconded by Michael Strub, to approve the Application for a Certificate of Appropriateness for lot 369 on Tazewell Avenue to construct a two-story single-family detached dwelling with the following conditions: (1) roofing material would be clarified; (2) windows would be 1/1 and have a 2” deep sill; (3) front porch would be tongue and groove decking and the balusters needed to be wider; and (4) zoning issues needed to be corrected. 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.

Katie Nunez would like the conditions to be listed on the front page of the final plans.

Motion made by Herb Thom, seconded by Edward Wells, to adjourn the February 16, 2021 Historic District Review Board Special Meeting at 7:30 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