



HISTORIC DISTRICT REVIEW BOARD

**Special Meeting
Cape Charles Civic Center
via Electronic Communications
March 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 three applications to obtain a Certificate of Appropriateness, one application to obtain an after the fact Certificate of Appropriateness, four pre-application meetings, Election of Officers, and review of the State Annual Report. 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., Co-Chairman Edward Wells, having established a quorum, called to order the Special Meeting of the Historic District Review Board (HDRB). Physically present at the Civic Center were Planning Technician Tracy Outten and Herb Thom. In attendance via Zoom were Kathy Glaser, Martin Mayer, Michael Strub, Interim Town Planner/Zoning Administrator Katie Nunez, Town Clerk Libby Hume, and the applicants. There were no members of the public physically in attendance, but there were 24 viewers on Facebook Live.

PUBLIC COMMENT (AGENDA ITEMS ONLY):

There were no public comments to be heard nor any written comments submitted prior to the meeting.

AGENDA:

Katie Nunez informed the board that an agenda item needed to be added under "Other Business" to schedule an on-site meeting for a Commercial – 3 District pre-application that had been received.

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

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

UNFINISHED BUSINESS:

A. *Application for a Certificate of Appropriateness to replace siding, add windows, and renovate the front porch on a single-family detached dwelling at 2 Monroe Avenue – tax map #83A3-2-6-7C.*

Bobby Montgomery, applicant, said the submitted application needed to be amended to one rear sliding door instead of two.

Discussion and questions were as follows: (i) Martin Mayer thought fence and chimney were new items that needed to be discussed as they were not discussed in the pre-application meeting. Herb Thom said chimneys were to be retained and asked if it was brick. Bobby Montgomery was not sure but thought the chimney was stucco and added that on the inside on the home it was covered by drywall. Edward Wells asked what year the home was built; 1957. A non-contributing structure gave the board some leeway; (ii) Edward Wells said the satellite dish would not be a problem to remove; (iii) Edward Wells asked if the existing front window was changing; no, the additional three were

going to be an exact match to the current window. Herb Thom wanted to know if there would be storm windows, no. Bobby Montgomery agreed the windows would have a 3-1/2" casing, 3" sill, and 2-1/2" trim; (iv) Edward Wells said the board preferred wood but was not opposed to composite material for the front stairway. Bobby Montgomery stated that wood was being used; (v) Edward Wells asked if the proposed back slider door led would lead to a deck or patio; yes, existing patio; and (vi) Herb Thom asked what the height of the proposed cupola was going to be. Bobby Montgomery answered it would be proportioned to the size of the roof.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the Application for a Certificate of Appropriateness at 2 Monroe Avenue to replace the siding, add windows, and renovate the front porch on the single-family detached dwelling as amended by applicant with the condition that the windows would have the following: (1) 3-1/2" casings; (2) 3" sills; and (3) 2-1/2" trims. The motion was approved by unanimous vote.

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

B. *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.*

Jacqueline and Tom Heller, applicants, and Bill Doughty, contractor, were available to answer any questions. Jacqueline Heller read an explanation as to why they were choosing vinyl siding. Herb Thom said the vinyl thickness being proposed was 0.042" and in the past the board had discussed 0.046" being an acceptable thickness for vinyl. Much discussion on vinyl siding and the Cape Charles Historic District Guidelines (CCHDG) pertaining to vinyl siding. The applicants were willing to use the thicker vinyl siding.

Additional items discussed was as follows: (i) Herb Thom would like the proposed windows to have a 2" sill. Bill Doughty said it would be 1-3/4"; and (ii) Bill Doughty could not find anywhere in the CCHDG that said aluminum could not be used to wrap fascia. Edward Wells asked if the applicants would consider using azek; yes.

Motion made by Michael Strub, seconded by Kathy Glaser, to approve the Application for a Certificate of Appropriateness on lot 92 on Washington Avenue to construct a new single-family detached dwelling with the following conditions: (1) the vinyl siding would be 0.046" thick; (2) the fascia would be azek wrapping or painted wood not vinyl; and (3) the windowsill would be 1-3/4". The motion was approved by majority vote with Martin Mayer and Edward Wells opposing.

Roll call vote: Kathy Glaser, yes; Martin Mayer, nay; Michael Strub, yes; Herb Thom, yes; Edward Wells, nay.

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

Frank Giardina, applicant, described the proposed accessory structure.

Katie Nunez said the zoning was fine and explained that there seems to be some confusion on the definition of a "story".

Discussion and questions were as follows: (i) Herb Thom said by the building code definition provided to him by Allyson Finchum and Jeb Brady this structure was considered a two-story structure. Martin Mayer did not see an issue since the zoning administrator has ruled on the application. Edward Wells agreed that the board had to support the current zoning administrator; (ii) Michael Strub said that an accessory structure could not be higher than the principal residence; (iii) Edward Wells asked if accessory structure setbacks were different from shed setbacks. Katie Nunez answered that the ordinance does not define a difference between an accessory structure and a shed when dealing with setbacks; (iv) Edward Wells wanted to know why the top windows were tall.

Frank Giardina said it looked appealing and the sunlight would be useful since this area would be used as an attic; (v) Edward Wells asked what siding material would be used; hardie plank; and (vi) Edward Wells suggested the window casings be 3-1/2”.

Motion made by Edward Wells, seconded by Martin Mayer, to approve the Application for a Certificate of Appropriateness at 301 Madison Avenue to construct an accessory structure as submitted with the condition that the windows have a 3-1/2” casing. The motion was approved by majority vote with Herb Thom opposing.

Roll call vote: Kathy Glaser, yes; Martin Mayer, yes; Michael Strub, yes; Herb Thom, nay; Edward Wells, yes.

NEW BUSINESS:

- A. *Pre-Application for a Certificate of Appropriateness to remodel and re-roof a two-story single-family detached dwelling at 542 Jefferson Avenue – tax map #83A1-1-141.*

David Doherty, the applicant, summarized the proposed remodel.

Discussion and questions were as follows: (i) Kathy Glaser asked if the chimney was structurally damaged due to a fire; yes. Herb Thom wanted to know if it would be rebuilt. David Doherty said yes in a different spot and if possible, using existing brick if it can be saved. They were discussing rebuilding from the roof line up with the contractor; (ii) Edward Wells asked if the windows were vinyl replacement. David Doherty answered yes and added that the existing windows could not be saved nor were they the originals or the correct size. Herb Thom suggested a 3-1/2” trim and 2” sill; (iii) The existing concrete stair material would not change; (iv) Edward Wells asked if the roof line was staying the same. David Doherty answered on front yes, but the rear roofline would rise just a bit, the pitch would be 12/12; (v) Edward Wells wanted to know if railings were being placed on the porch; no; (vi) Edward Wells would like more clarification on the foundation; (vii) The home was built around 1910; and (viii) The porch column size and material needed to be clearer.

Motion made by Edward Wells, seconded by Martin Mayer, to approve the Application for a Certificate of Appropriateness at 542 Jefferson Avenue to remodel and re-roof the two-story single-family detached dwelling with the following conditions: (1) the following items need to be provided to the zoning administrator for approval: (a) clarification on the exact material and look for the foundation, (b) the porch columns size and material, and (c) clarity on the roof pitch; (2) windows have a 2” sill and 3-1/2” trim; (3) existing brick from the chimney would be reused; and (4) any railings required per the building code would be approved. The motion was approved by unanimous vote.

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

- B. *Pre-Application for a Certificate of Appropriateness to construct a rear screened-in deck on a two-story single-family detached dwelling at 516 Madison Avenue – tax map #83A3-1-272.*

Gary McKinney, applicant, gave an overview of the proposed rear screened-in deck and all materials were in application. The roof pitch would be 4/12 with asphalt shingles to match the house, deck would be salt-treated lumber and azek, and screen would be the Screeneze system. Martin Mayer stated that this would not be visible from the street.

Motion made by Michael Strub, seconded by Herb Thom, to approve the Application for a Certificate of Appropriateness at 516 Madison Avenue to construct a rear screen-in deck on the two-story single-family detached dwelling as submitted. The motion was approved by unanimous vote.

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

- C. *Pre-Application for a Certificate of Appropriateness to reposition rear doors and windows, construct a rear deck, and restore the siding on a duplex at 549/551 Monroe Avenue.*

Anne Vantine and Deb Glover, applicants, explained that the reason for the door relocation was for safety reasons. The board agreed that a set of steps for each door made sense.

Discussion and questions were as follows: (i) Kathy Glaser and Edward Wells mentioned that the propane tank and heating and air system may need to be moved; (ii) Edward Wells asked if the windows would be the same as the existing. Anne Vantine wants to reuse the windows. Much discussion ensued on the window symmetry; and (iii) Edward Wells would like to know the condition of the existing wood siding once the vinyl siding was removed.

Motion made by Michael Strub, seconded by Herb Thom, to approve the Application for a Certificate of Appropriateness at 549/551 Monroe Avenue to reposition the rear doors and windows, construct a rear deck, and restore the siding on the duplex with the following conditions: (1) windows would have a 2" sill and 3-1/2" trim; (2) restore the wood siding if possible; (3) the balusters and railings would be painted wood; and (4) the treated deck boards would run perpendicular. The motion was approved by unanimous vote.

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

- D. *Pre-Application for a Certificate of Appropriateness to replace the roof and windows on a duplex at 601/603 Peach Street.*

Bo Yang, applicant, summarized the proposed 36" door, roof, and window replacement.

After much discussion on the proposed window height increase changing the appearance of the duplex, Bo Yang amended the application to replace the existing second-floor windows.

The board did not have any issues with the door or roof being replaced.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the Application for a Certificate of Appropriateness at 601/603 Peach Street to replace the door, roof, and windows on the duplex as amended by the applicant. The motion was approved by unanimous vote.

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

- E. *Pre-Application for a Certificate of Appropriateness to install a fence at 633 Randolph Avenue – tax map #83A3-1-431.*

Joe Banks, applicant, described the proposed fence.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the Application for a Certificate of Appropriateness at 633 Randolph Avenue to install a fence. The motion was approved by unanimous vote.

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

- F. *Approval after the fact for a Certificate of Appropriateness to re-roof a single-family detached dwelling at 4 Randolph Avenue – tax map #83A3-2-2-86.*

Jimmy Wood, owner representative, explained that the roof needed to be partially replaced because it was damaged. The work was started without proper approvals and permits being obtained. Jimmy Wood added that former Town Planner Larry DiRe had said the roof needed to be replaced.

Discussion was as follows: (i) Herb Thom stopped at the property because he saw that a roof was being done on a Sunday and the HDRB had not approved one for this house. Edward Wells said that

when contractors work on a Sunday it raises some red flags and wanted to know if they were licensed to work in town. He added that it was a slap in the face to residence that follow the correct procedures; and (ii) Edward Wells wants to be provided any written documentation from Larry DiRe.

Katie Nunez suggested deferring the decision for this application until next month due to the late hour.

Motion made by Herb Thom, seconded by Michael Strub, to defer the After the fact Application for a Certificate of Appropriateness for 4 Randolph Avenue to re-roof a single-family detached dwelling until the April 20, 2021 meeting. The motion was approved by unanimous vote.

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

OTHER BUSINESS:

A. *Election of Officers*

Edward Wells and Herb Thom were nominated to serve as Chair and Vice-Chair for the remainder of the HDRB 2021 term.

Motion made by Herb Thom, seconded by Kathy Glaser, to elect Edward Wells as the Chair for the Historic District Review Board. The motion was unanimously approved.

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

Motion made by Edward Wells, seconded by Kathy Glaser, to elect Herb Thom as the Vice-Chair for the Historic District Review Board. The motion was unanimously approved.

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

B. *State Annual Reports*

The HDRB reviewed the annual report.

C. *Schedule a Commercial – 3 District Pre-Application meeting*

Katie Nunez informed the board that a special meeting would be needed to review a Commercial -3 District application submitted by the Cape Charles Brewing Company.

Motion made by Herb Thom, seconded by Martin Mayer, to adjourn the March 16, 2021 Historic District Review Board Special Meeting at 9:21 p.m. The motion was unanimously approved.

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

Co-Chairman Edward Wells

Planning Technician