



HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
May 18, 2021
6:00 p.m.**

At 6:00 p.m., Chairman Edward Wells, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Edward Wells, present were Kathy Glaser, Michael Strub, Herb Thom. Martin Mayer was not in attendance. Also, in attendance were Town Planner Ben Sullivan, Zoning Administrator Katie Nunez, Planning Technician Tracy Outten, Town Clerk Libby Hume, and the applicants. There was one member of the public in attendance and 13 viewers on Facebook Live.

Ed Wells started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

Tracy Outten read comments that were submitted prior to the meeting. (Please see attached.)

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

CONSENT AGENDA:

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

Motion made by Herb Thom, seconded by Kathy Glaser, to accept the minutes from the March 16, 2021 Historic District Review Board Special Meeting via Electronic Communications, the April 2, 2021 Historic District Review Board Commercial – 3 District Special Meeting via Electronic Communications, the April 20, 2021 Historic District Review Board Special Meeting via Electronic Communications, and the April 28, 2021 Historic District Review Board Special Meeting as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

- A. *After the fact Application for a Certificate of Appropriateness at 315 Randolph Avenue – to install new railing on the front porch, replace a rear door, and add steps and a landing on a two-story single-family detached dwelling.*

Gia Owens, applicant, explained that the renovations were started on the home without getting the proper approvals and permits because she was unaware that any permissions were needed. A stop work order was issued and now, she was trying to make sure all paperwork was filed correctly. Ms. Owens apologized.

Discussion and questions were as follows: (i) Kathy Glaser said the sidewalk was being laid this morning. Katie Nunez said that was not part of the proposed work being discussed; (ii) Michael Strub asked if there would be one or two steps for the landing and if the applicant was confident the door could be matched. Gia Owens answered there would be two steps and then the landing, and yes, the door would be matched; (iii) Kathy Glaser asked if just one rear section of the roof was replaced; no, the whole roof was replaced through an administrative approval; and (iv) Edward Wells stated that a standard door was not any comparison to a wood door. Kathy Glaser agreed and said it would be okay to leave the door but if replaced the door needed to be an exact match.

Motion made by Michael Strub, seconded by Herb Thom, to approve the after the fact application for a Certificate of Appropriateness at 315 Randolph Avenue to install new railings on the front

porch, replace a rear door, add two steps and a landing on the two-story home on the condition that the railings and spindles for the front could be administratively approved. The motion was approved by unanimous vote.

NEW BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at 506 Tazewell Avenue – to install a 6 ft. pine fence.*

Katie Nunez stated that if a fence is to extend past the back corner of the house, the maximum height is four feet.

Ken Butta, applicant, explained that the fence would be four feet where it extended past the house, and six feet when adjacent to house.

Kathy Glaser asked how far the fence would wrap around the property. Ken Butta responded that it would wrap halfway back to front on the house.

Michael Strub asked if the fence would be six feet in places it was adjacent to the house, Ken Butta responded yes.

Motion made by Kathy Glaser, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 506 Tazewell Avenue to install a pine fence on the condition of that the fence would be four feet tall where it extended past the house, and six feet tall where zoning approved. The motion was approved by unanimous vote.

- B. *Pre-Application/Application for a Certificate of Appropriateness at 538 Monroe Avenue – to install a 39" fence.*

Katie Nunez read the staff report regarding the property of 538 Monroe Avenue.

Sam Jones, applicant, thanked the Historic District Review Board and staff. He then stated that he would like to build a white picket fence that exceeds the required setbacks from the property line, allowing neighbors and himself to do maintenance. He continued to explain that the fence was being built for the safety of his grandchildren and pets.

Michael Strub asked when the house was built. Sam Jones responded that the house was built in 1910.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 538 Monroe Avenue to install a fence, on the condition that the maximum height of the fence does not exceed four feet. The motion was approved by unanimous vote.

- C. *Pre-Application/Application for a Certificate of Appropriateness at 9 Park Row – to install solar panels on the single-family detached dwelling.*

Katie Nunez explained that solar panels were being brought before the board to clear up inconsistencies in how the applications were reviewed and handled. In the past, one application was approved administratively while one was denied by the HDRB.

Discussion was as follows: (i) Herb Thom asked if this would set a standard for non-contributing structures seeking approval for solar panels; yes; (ii) Michael Strub stated that solar panels should be placed where it causes the least amount of distraction; (iii) Katie Nunez stated that the application in review concerned a non-contributing structure and that the solar panels were already placed on the roof. It was also noted that some of the paperwork was incorrect in describing the location of the panels; (iv) Kathy Glaser read the Secretary of the Interior's Standards guidelines regarding solar panels on historic properties; (v) It was determined that solar panel applications should be decided on

a case-by-case basis, contingent upon non-contributing or contributing structures, placement of the panels, and visibility from the street; and (vi) Kathy Glaser thought that even though this was a noncontributing structure, it affects the entire neighborhood.

Chad Wilkins, of Convert Solar, stated that he did not think the house was in the historic district because it was a new home, so permits were not needed. He then stated that Convert Solar installed the solar panels on the west side of the house.

Katie Nunez explained to the applicant that fees and permits needed to be issued and paid even though work has been done.

John McLaughlin, owner, thanked the board for their service and stated that he wanted to keep with the town's guidelines. He also stated that he thought the solar panel system fitted and looked nice.

Kathy Glaser said that the solar panels were to be minimally visible and installed in a sensitive manner per the Secretary of Interior Design Guidelines.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the after the fact application for the Certificate of Appropriateness at 9 Park Row to install solar panels, with the conditions as follows: (1) the house was a non-contributing structure, (2) the panels match the roof pitch, and (3) the materials matched. The motion was approved by unanimous vote.

D. *Pre-Application/Application for a Certificate of Appropriateness at 546 Randolph Avenue – to restore porch railing.*

Jerry Harris, applicant, explained that the application was to reinstall the railings on the front porch that the previous owner removed.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 546 Randolph Avenue to restore the porch railings with the following conditions: (1) railings would meet the building code parameters and (2) do not disturb the details of the columns. The motion was approved by unanimous vote.

E. *Pre-Application/Application for a Certificate of Appropriateness at 509 Harbor Avenue – for replacement of siding, shutters, and trim.*

LouEllen Blackwelder, applicant, described the proposal to replace the existing vinyl siding and shutters.

Discussion and questions were as follows: (i) Kathy Glaser asked what was under the siding, Styrofoam, and insulation board. The applicant answered the original siding, believed to be wood. Ed Wells stated that original siding was not ten inches nor was the existing siding; (ii) Ed Wells wanted to know if the shutters were vinyl; yes, and the plan was to replace with vinyl. Kathy Glaser asked what size the shutters were; the measurements were unknown; (iii) Herb Thom asked if Double 5 siding would be used: yes. Ed Wells clarified the vinyl must be .046 thickness; and (iv) It was stated that the trim material would be Azek.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 509 Harbor Avenue as presented with the following conditions (1) the vinyl siding would be Double 5 and 0.046 thick and (2) Azek material would be used for all trim. The motion was approved by unanimous vote.

F. *Pre-Application/Application for a Certificate of Appropriateness at 214 Jefferson Avenue – to renovate the exterior on the single-family detached dwelling.*

Ann Easton, applicant, summarized the proposed renovations.

Discussion and questions were as followed: (i) Michael Strub asked how old the building was; 1950s; (ii) Kathy Glaser asked about the window details. The applicant answered that the outside would be fiberglass clad, the inside would be wood with a 3 pane look and the wood muntins would be inside the glass. Herb Thom stated that the window stool must be 1-3/4" – 2", there is a minimum casing width of 3-1/2"; and (iii) Herb Thom said that the vinyl siding needed to be 0.46 thickness, clapboard style Double 5.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 214 Jefferson Avenue to renovate the exterior of the single-family detached home with the following conditions: (1) the vinyl siding was Double 5 and 0.46 thickness; (2) minimum of 3-1/2" thick window trim; (3) 1-3/4" – 2" window stool; (3) the window casing would be Azek; and (4) the sunroom foundation should match the rest of the house. The motion was approved by unanimous vote.

G. *Pre-Application/Application for a Certificate of Appropriateness at 635 Monroe Avenue – to replace a deck.*

Margaret (Buffy) Ostlund, applicant, explained the proposed deck.

Ed Wells and Michael Strubs asked where the roof pitch would end up hitting the house, above the metal eyebrows inside the porch area. It was stated that the roof must be a foot above said eyebrows.

Herb Thom said that the deck boards need to run perpendicular from the house, so that they contribute a picture frame shape.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 635 Monroe Avenue to replace the deck based on the presented materials, roof pitch, and screen placement (outside of the railing per the Cape Charles Zoning Ordinance). The motion was approved by unanimous vote.

H. *Pre-Application/Application for a Certificate of Appropriateness at 211 Mason Avenue – to renovate the exterior and install a sign on a commercial building.*

Claudine Pierce, applicant representative, summarized the proposed project and stated that the masonry would be replaced, or stucco would be used if the masonry was too damaged. The replacement of a rear door and two windows were previously approved administratively due to security issues. She added that the owners did not wish to change the history of the building.

Ed Wells proposed that a solvent be used to remove the mastic. The owners would approach the original masonry by cleaning it and determining what needed to be repaired or replaced with stucco. The applicant representative asked the board to pre-emptively approve the stucco in case of unreparable bricks so that they would not need to come back in front of the board once work commenced. Ed Wells suggested using a veneer brick.

Ed Wells brought up that the proposed sign would cover a detail in the middle of the wall. Kathy Glaser asked if the new sign could be placed where the old sign was so that it did not cover the detail. Ed Wells seconded that opinion.

Motion made by Kathy Glaser, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 211 Mason Avenue to renovate the exterior on the commercial building and to install a sign with the conditions as follows: (1) the board be made aware when the condition of the bricks was determined and (2) the sign height was lowered not to obscure the masonry detail. The motion was approved by unanimous vote.

- I. *Pre-Application/Application for a Certificate of Appropriateness at 301 Mason Avenue – to remodel and renovate second floor and addition of column supported porch above existing front entry and addition of “Juliette” style balconies on a commercial building.*

Chris Elam, representative, described the renovations and stated that offices were being converted into apartments. He added that the front outer windows were going to be replaced, but the center window would remain.

Ed Wells reminded the group that this property was formerly the Savage Drug Store.

Herb Thom said that the Strawberry Street side of the building tied into the aesthetic across the street, but that the proposed changes to the front of the building would not fit in.

Discussion on the windows was as follows: (i) The proposal changes the width of each window by 15” in each direction and eliminates a detail on the Strawberry Street side; (ii) Ed Wells stated that he was glad they were keeping the sizes of the front windows the same. He then asked about the material of the cantilever, which was a shallow wood fascia. Third, Ed asked about the full light doors; (iii) Herb Thom suggested leaving the original doors in if they were not being used. The representative responded by saying the new doors would let in more light and improve the look of the building. Ed Wells suggested installing French windows on the Strawberry Street side of the building; (iv) It was stated that the front of the building would maintain the original window design, and the railing of the balcony could be changed so that the street level was not obtrusive; and (v) Michael Strub raised a concern that the Marque will not be visible with the proposed balcony.

Motion made by Herb Thom, seconded by Michael Strub, to defer the meeting to no later than June 11, 2021 when a modified proposal was submitted. The motion was approved by unanimous vote.

- J. *Pre-Application/Application for a Certificate of Appropriateness at 426/428 Randolph Avenue – to construct a new addition and restore an existing porch on a duplex.*

Ed Eichman, representative, gave a history of the project and went through the proposed renovations and additions.

Ed Wells questioned why the proposal was for a metal roof and suggested a composite material instead. The porch needs to be further evaluated.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 426/428 Randolph Avenue as presented with the condition that a composite or painted wood fascia and freeze board, as well as the standing seam metal on the roof could be used. The motion was approved by unanimous vote.

- K. *Pre-Application/Application for a Certificate of Appropriateness at 425 Randolph Avenue – to renovate the exterior on the single-family detached dwelling.*

Claudine Pierce, representative, stated that the structure was built in 1890 and summarized the application. She stated that the completed project would be a brick stoop and stairs with 3 risers.

Motion made by Michael Strub, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 425 Randolph Avenue to renovate the exterior on the single-family detached home as stated in the application. The motion was approved by unanimous vote.

- L. *Pre-Application for a Certificate of Appropriateness at 524/526 Peach Street – to raise and add new foundation to the house, 420 sq. ft. addition on rear of house; add handrails and steps to front porch.*

Bill Tsapatsaris, applicant, explained that the house was sinking. He stated that it was built in the 1930s but that he found two different dates.

Kathy Glaser asked if the house had a deck, no.

The board requested that the following information be provided: (1) elevation drawings of the house; (2) the roof line and pitch; (3) all proposed new windows and doors; and (4) more overall detail/clarity on the proposed changes.

Kathy Glaser stated that the windows in the proposal were different than those on the existing structure. Ed Wells inquired if the applicant was trying to add windows; yes. The board said the new windows must align with the original windows.

M. Pre-Application for a Certificate of Appropriateness at 618 Randolph Avenue – to renovate the exterior, remove the chimney, and rebuild the addition.

Jeff Palmore, applicant, briefly described the proposed renovation, including the plan to raise a window on the back of the house to be able to achieve a hip roof. He also presented the letter from the structural engineer suggesting the complete removal of the chimney from the house.

Discussion and questions were as follow: (i) Herb Thom said that chimneys could be repaired. Kathy Glaser responded by reminding him that there was an engineering report stating that the chimney and addition did not have proper support. Herb Thom stated that the engineer did not evaluate the structure of the house, and that a way to save at least part of the chimney could be found. Kathy Glaser said it was a safety issue; (ii) Herb Thom asked about the shutters on the windows. They have been determined not to be historic. The applicant would like to reconstruct the window at the top of the house; and (iii) Ed Wells asked about the material of the stairs. The applicant responded that the steps were brick covered with cement and would be repaired. He then asked if the window casing would be wider. Yes, because it would make the house look better. Ed Wells inquired about the front door. The applicant said it would be replaced by one with lights at the top. Ed Wells asked if the window on the lower level was added, no that might be original.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 618 Randolph Avenue to renovate the exterior, remove the chimney per the engineer letter, and rebuild an addition on the single-family detached home as presented. The motion was approved by majority vote with Herb Thom opposing.

OTHER BUSINESS:

There was no other business.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Kathy Glaser, seconded by Michael Strub, to adjourn the May 18, 2021 Historic District Review Board Regular Meeting at 9:31 p.m. The motion was unanimously approved.

Chairman Edward Wells

Planning Intern