



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
June 15, 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 Michael Strub, Herb Thom, and Martin Mayer. Kathy Glaser arrived after roll call. Also, in attendance were Zoning Administrator Katie Nunez, Planning Technician Tracy Outten, Town Clerk Libby Hume, and the applicants. There were 2 members of the public in attendance and 19 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:

There were no public comments to be heard.

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:

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

Bill Tsapatsaris, applicant, stated that the new windows would be 1 over 1, not 6 over 1 as indicated in the architectural drawings.

Katie Nunez said that zoning has been met.

Martin Mayer asked for clarification on the roof. It will be completely done, including the addition.

Motion made by Michael Strub, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness for 524/526 Peach Street to raise and add a new foundation to the house, build a 420 square feet addition on the rear of the house, and add handrails and steps to the front porch as presented. The motion was approved by unanimous vote.

NEW BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at 621 Plum Street – to replace the existing roof with a metal roof.*

Paula Spady, applicant, stated that she would like to replace the existing shingle roof with a metal roof.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness for 621 Plum Street to replace the existing roof with a metal roof as presented. The motion was approved by unanimous vote.

- B. *Pre-Application/Application for a Certificate of Appropriateness at 4 Tazewell Avenue – to replace a third-floor window.*

Bruce Gittinger, applicant, explained that he had been dealing with this problematic window for years and would like to keep the option open to replace it, but that it would be more probable to shorten the window and replace it.

Kathy Glaser clarified that the original window would be replaced by a 32" 6 over 1 window. Bruce responded yes, that was the goal.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 4 Tazewell Avenue to replace the third-floor window as presented. The motion was approved by unanimous vote.

- C. *Pre-Application/Application for a Certificate of Appropriateness at 616 Tazewell Avenue – to replace the siding, windows, and entrance on the rear porch (added in 1991).*

Linda Schulz, applicant, explained that the 1990 addition in the southeast corner with above screen porch needed to be replaced. This included the siding, windows, glass door, exterior molding, and trim.

Katie Nunez stated that the applicant had come before the board twice before and a stop work order was issued due to this project. This application was a direct result of that enforcement action to remedy the situation.

Martin Mayer asked if the wood windows and siding were being replaced with hardie and vinyl; yes. It was clarified that the doors were interior, not exterior, and could not be seen from the street.

Kathy Glaser asked what kind of windows; double hung, vinyl clad.

Michael Strub asked if the door was being replaced with a sliding glass door; yes. Michael Strub added that it was completely different from the original door.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness for 616 Tazewell Avenue to replace the siding, windows, and entrance on the rear porch as presented. The motion was approved by unanimous vote.

- D. *Pre-Application/Application for a Certificate of Appropriateness at 518 Jefferson Avenue – to construct a 160 square foot shed.*

Ray Waldo, applicant, explained that he would like to purchase a shed for the back yard.

Ed Wells asked if it would be 160 square feet; yes, and pre-built.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 518 Jefferson Avenue to install a 10' x 16' accessory structure (shed) in the back yard as presented. The motion was approved by unanimous vote.

- E. *Pre-Application/Application for a Certificate of Appropriateness at 602 Madison Avenue – to construct a deck on the rear and side of the house, to replace wood fencing with vinyl fencing, and to extend the porch.*

James Braxton, applicant, and William Baines, representative, explained that project was to replace the existing wood fence with vinyl and construct a side and rear deck.

Ed Wells inquired about the materials of the deck and railing; treated lumber, painted.

Martin Mayer asked if part of the deck was visible from the street. William Baines answered if the fence height was 6' on Nectarine Street, then nothing would be visible.

Motion made by Michael Strub, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness for 602 Madison Avenue to construct a deck on the rear and side of the home, to replace existing wood fencing with vinyl fencing, and to extend the porch with the following conditions: (1) allow fence height up to max of 6' on the rear side of house; (2) pressure

treated lumber used for railing would be painted; and (3) zoning clearance approval was needed. The motion was approved by unanimous vote.

- F. *Pre-Application/Application for a Certificate of Appropriateness at 515 Mason Avenue – to renovate the exterior (siding, windows, front door, front porch, and shutters); to construct a screen porch addition and rear second-floor addition; and to repair/renovate the foundation.*

Joseph William, applicant, went through the proposed application.

Michael Strub stated that there was no chimney.

Ed Wells did not see the shutters on the front of the original building; they were closed when the photo was taken. The applicant explained that the house was originally built as a hotel and the kitchen and modern addition were added on the rear.

Kathy Glaser clarified that a window instead of a door was desired; the applicant went over all proposed windows and doors.

Ed Wells asked about the deck material; Azek tongue & groove. He then pointed out the roof over the porch was metal, while it was shingle on the main house. Finally, he asked if the porch would have a railing, no.

Further discussion about windows was as follows: (i) Kathy Glaser asked about the embellishment on the windows; it would be Azek cap; (ii) Ed Wells asked about the side casing thickness; applicant not sure yet; (iii) Herb Thom asked if there would be a windowsill; yes, 1-3/4" to 2"; and (iv) Ed Wells stated that the casing must be at least 3-1/2", as that was the standard size.

Additional discussion and questions were as follows: (i) Michael Strub asked if the pitch of the metal porch roof would increase; yes, it will come back in and be steeper; (ii) Martin Mayer asked if all existing siding would come off as part of this project; yes, it is currently a hodgepodge of different sidings. The applicant explained that all the original frame of the home would be maintained if possible; (iii) Ed Wells asked if the shutters were wooden or vinyl, wood. Ed Wells then commended the applicant for this choice; (iv) Ed Wells inquired about the rear of the structure. The applicant described the proposed work and added that the roof pitch would be 6/12; (v) Kathy Glaser asked if there would be windows in the second-floor addition; yes, but they are hard to tie in without a better elevation drawing of the proposed work; and (v) Kathy Glaser then asked about the screen porch; it will be the same as the front porch.

Katie Nunez requested the following information from the applicants: (1) elevation drawings of the rear of the property, (2) a complete site plan, and (3) the exact window specifications.

- G. *Pre-Application/Application for a Certificate of Appropriateness at 624 Jefferson Avenue – to add 375 square feet to the rear of the house.*

Katie Nunez read the staff report and asked for Board input as the applicant was not in attendance.

The Board determined they needed more information and requested a list of materials.

- H. *Pre-Application/Application for a Certificate of Appropriateness at Lot 168, corner of Jefferson Avenue and Plum Street – to construct 2,714 square feet, two-story single-family residence with 544 square feet detached garage with finished space above; a two-story front porch; and screened rear porch.*

Joseph and Deborah Moore, applicants, and Bill Doughty, contractor, went through the proposed home and garage. The applicant thanked Katie Nunez.

Katie Nunez stated that they were looking to amend the garage to 624 square feet.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for Lot 168 on the corner of Jefferson Avenue and Plum Street to construct a new 2,714 square feet, two-story single-family home with a two-story front porch and screened rear porch and to construct 624 square feet detached garage with finished space above as amended. The motion was approved by unanimous vote.

- I. *Pre-Application/Application for a Certificate of Appropriateness at Lot 561, corner of Randolph Avenue and Nectarine Street – to construct a new 2,072 square feet single family residence and a 350 square feet accessory structure.*

Justin and Christy Walker, applicants, went through a brief materials list for the proposed house. Materials included: cement board siding, 6” trim cap in top of windows, 4” trim cap on the sides and bottoms of windows, brick pillars between the main house and secondary building, and asphalt fiberglass shingles.

Herb Thom asked for more information about the windows. Kathy Glaser suggested looking at the previous application. Martin Mayer requested a materials list.

Katie Nunez recommended that the applicants read the staff report and requested the following information: (1) a materials list and (2) a site plan.

OTHER BUSINESS:

- A. *12 Strawberry Street – installation of a mosaic at doorway.*

Katie Nunez explained the request received.

The Board told Katie Nunez that administrative approval was sufficient.

- B. *725 Tazewell Avenue – shed material change.*

Herb Thom explained T1-11 to Kathy Glaser.

Motion made by Herb Thom, seconded by Ed Wells, to approve the material change for the shed at 725 Tazewell Avenue from vinyl to T1-11 due to a material shortage cause by COVID-19. The motion was approved by unanimous vote.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Martin Mayer, to adjourn the June 15, 2021 Historic District Review Board Regular Meeting at 7:24 p.m. The motion was unanimously approved.

Chairman Edward Wells

Planning Intern