



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
July 20, 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 Martin Mayer, Michael Strub, and Herb Thom. Kathy Glaser was not in attendance. Also, in attendance were Zoning Administrator Katie Nunez, Planning Technician Tracy Outten, Town Clerk Libby Hume, and the applicants. There were no members of the public in attendance and 35 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:

Ed Wells would like to add an item under Other Business for Chair and Board Comments.

Motion made by Herb Thom, seconded by Michael Strub, to accept the agenda as amended to add an Item B. Chair and Board Member Comments under Other Business. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

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

Katie Nunez said the requested documentation was in the packets and the proposed home was in compliance with zoning.

The Board stated that they had no further questions regarding this property.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for Lot 561, corner of Randolph Avenue and Nectarine Street, to build a new 2,072 square feet single family residence and a 350 square feet accessory structure as presented. The motion was approved by unanimous vote.

NEW BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at 114 Pine Street – to install a 3-foot-high fence in front and side yard & 6-foot-high fence in rear yard.*

Katie Nunez briefly read through the staff report.

Barrett Cree, applicant, had no further information to provide.

Motion made by Herb Thom, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 114 Pine Street to install a 3-foot-high fence in the front & side yard and a 6-foot-high fence in the rear yard as presented. The motion was approved by unanimous vote.

- B. *Pre-Application/Application for a Certificate of Appropriateness at 117 Strawberry Street – to install roof-top, flush-mounted solar panels on southern roof face.*

Katie Nunez gave a brief description of the application.

Mark Usry, applicant, and Henry Lawson, representative from Earth Heart Mid-Atlantic present.

Herb Thom asked about the tree on the side of the Post Office; it will not be touched.

Katie Nunez stated that future solar panel applications would be handled administratively unless visible and trees would be considered. She would keep the board informed of decisions made.

Motion made by Michael Strub, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 117 Strawberry Street to install roof-top, flush-mounted solar panels on the southern roof face as presented. The motion was unanimously approved.

- C. *Pre-Application/Application for a Certificate of Appropriateness at 201 Madison Avenue – to reframe and repair the accessory structure (garage) to provide for a new, automatic double garage door.*

Gallen Stockton-Moore, applicant, explained that they wanted to use the garage to park a car and the single door would provide easier accessibility.

Katie Nunez stated there were no zoning issues and that the garage was listed as a contributing structure on the National Register of Historic Places.

Questions and discussion were as follows: (i) Herb Thom asked about the overall width; the applicant had not chosen a door; (ii) Michael Strub asked if there would be any substantial changes; maybe some to the frame; and (iii) Ed Wells asked which of the current doors was the original; not sure, maybe the right side.

Herb Thom requested a drawing of the proposed door and its dimensions.

- D. *Pre-Application/Application for a Certificate of Appropriateness at 630 Tazewell Avenue – to renovate an existing two-story garage.*

Claudine Pierce, representative, described the proposed modifications.

Katie Nunez stated there were no zoning issues.

Motion made by Herb Thom, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 630 Tazewell Avenue to renovate an existing two-story garage as presented. The motion was unanimously approved.

- E. *Pre-Application/Application for a Certificate of Appropriateness at 406 Jefferson Avenue – to construct a 12' x 16' (192 square feet) shed and concrete pad on right rear of property, and a 6-foot-high fence in rear yard.*

Jennifer Hoyt, owner, described the shed.

Herb Thom asked if it was a vertical or horizontal fence; horizontal to match the neighbors.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 406 Jefferson Avenue to construct a 12' x 16' (192 square feet) accessory structure (shed) and concrete pad on the right rear of the property, and a 6-foot-high fence in the rear yard based on the staff recommendation. The motion was unanimously approved.

- F. *Pre-Application/Application for a Certificate of Appropriateness at 227 Madison Avenue – to install an 8' x 10' prefab shed in the northwest rear corner of the property.*

Jeffrey Schroeder, applicant, said that the proposal was self-explanatory.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 227 Madison Avenue to install an 8' x 10' (80 square feet) accessory structure (prefab shed) in the northwest corner of the property based on the staff recommendation. The motion was unanimously approved.

- G. *Pre-Application/Application for a Certificate of Appropriateness at 218 Washington Avenue – to install a 30' x 8' (240 square feet) shed in rear of property and a 4-foot-high fence running 64' in length along the east side of the property.*

Kevin Rech, owner, described the proposed fence and shed.

Katie Nunez said the shed and fence placement complied with zoning.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 218 Washington Avenue to install a 30' x 8' (240 square feet) accessory structure (shed) in the rear of the property and a 4-foot-high fence running 64' in length along the east side of the property based on the staff recommendation. The motion was unanimously approved.

- H. *Pre-Application/Application for a Certificate of Appropriateness at 521 Mason Avenue – to renovate the front porch and rear porch.*

No applicant or representative for this property was present at this meeting to answer questions.

Katie Nunez read the staff report and asked the Board if any additional information was needed.

The Board requested the dimensions of the posts being proposed.

- I. *Pre-Application/Application for a Certificate of Appropriateness at 220 Monroe Avenue – to remove windows on back exterior and replace with French doors, landing, and stairs.*

Stephanie Libby, applicant, explained that the application was to install a sliding glass door and deck to have egress for the back of the house.

Ed Wells asked if the new door would be the same width as the existing windows; yes, the door will be 6/6 with 12" transom.

The Board requested the deck material and dimensions.

- J. *Pre-Application/Application for a Certificate of Appropriateness on Lots 81 & 84 on Strawberry Street – for a new two story 1,960 square feet single family residence with front porches.*

Spencer Custis, applicant, described the proposed new home and it was determined that the application complied with zoning.

Ed Wells asked about the proposed materials list; 0.046 vinyl siding, rails, composite Trex decking, architectural shingles, and hard cement foundation.

Motion made by Herb Thom, seconded by Michael Mayer, to approve the application for the Certificate of Appropriateness for Lots 81 & 84 on Strawberry Street to construct a two-story 1,960 square feet single family residence with front porches based on the staff recommendation. The motion was approved by majority vote with Ed Wells opposing.

- K. *Pre-Application/Application for a Certificate of Appropriateness on Lots 337 & 340 on Tazewell Avenue – for a new two-story 2,738 square feet single family residence with front and rear porch.*
Jill and Ken Monarch, owners, explained the proposal for a new single-family home that would serve as their primary residence.

OTHER BUSINESS:

- A. *Report from Interim Zoning Administrator Katie Nunez*

Katie Nunez read through the report.

- B. *Chair and Board Member comments*

Ed Wells addressed the Board about an upcoming Town Council agenda item, “Removal of Edward Wells from the Historic District Review Board”.

Michael Strub asked if it would be up for discussion since it is just an agenda item.

Herb Thom asked why Paul Grossman did not step in if Ed Wells was out of line or misbehaving.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Michael Strub, to adjourn the July 20, 2021 Historic District Review Board Regular Meeting at 7:13 p.m. The motion was unanimously approved.

Chairman Edward Wells

Planning Technician & Planning Intern