



HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
September 21, 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, Kathy Glaser, and Herb Thom. Also, in attendance were Zoning Administrator Katie Nunez, Town Clerk Libby Hume, Planning Technician Tracy Outten, and the applicants. There was one member of the public in attendance and 24 viewers on Facebook Live.

Edward 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. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at 515 Mason Avenue – to build a rear porch.*

Joseph Williams, applicant, explained the proposed rear porch.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 515 Mason Avenue to build a rear porch as presented. The motion was approved by unanimous vote.

- B. *Pre-Application/Application for a Certificate of Appropriateness at 403 Madison Avenue – to construct a 2,200 square foot two-story single-family home with a detached garage.*

M.J. Golibart, applicant, explained the project and updated the Board that the siding was changed to Hardie.

Edward Wells expressed confusion as to how zoning comes into play because it rebuts what the guidelines state. Katie Nunez responded that zoning was a must-have, while guidelines were proposals.

Martin Mayer asked about the height of the garage; Katie Nunez said it was within zoning compliance.

Motion made by Michael Strub, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 403 Madison Avenue to construct a 2,200 square foot two-story single-family home with a detached garage as presented. The motion was approved by unanimous vote.

NEW BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at 408 Randolph Avenue – to install a 6-foot wooden fence in back yard.*

Patrick Carey, applicant, explained that he would like to install a rear and side fence on his property.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 408 Randolph Avenue to install a 6-foot wooden fence in the back yard as presented. The motion was approved by unanimous vote.

- B. *Pre-Application/Application for a Certificate of Appropriateness at 220 Monroe Avenue – to remove the windows on the rear of the house and replace them with French sliding glass door and deck.*

Stephany Libby, applicant, explained that she was here two months ago, and the Board requested more detailed drawings, a materials list, and the proposed door.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 220 Monroe Avenue to remove the windows on the rear of the house and replace them with French sliding glass doors and a deck as presented. The motion was approved by unanimous vote.

- C. *Pre-Application/Application for a Certificate of Appropriateness at 520 Randolph Avenue – to build an addition of 600 square feet with new siding, windows, and doors; to paint existing shingles to match siding of new addition.*

Kathleen Glaser, applicant, described the project: redoing the entire house and vacating a lot line due to a proposed addition extending beyond the lot. She also listed the materials. The applicant brought up the roof pitch – it is shallow (3/12) due to the windows above it. 3 dormers were added to the rear of the house that after it was built, so they would be removed as part of this project. They are not structurally sound, and they leak.

Edward Wells asked what the existing roof material was, asbestos shingles.

Herb Thom asked if the dormers are original; the applicant replied that no, they were added by the previous owners and then showed the Board a picture of them.

The applicant brought up the removal of a metal chimney, added by previous owners, and said they would keep the original brick one.

Martin Mayer asked for clarification on the work being done to the front porch. The applicant replied that the roof would be replaced, along with some rotted windows. The applicants would use the existing frame with Azek trim and replace the small front door with one that is ADA compliant.

Katie Nunez stated that clarification would be needed on the existing square footage and the new square footage before the next meeting. The applicant responded that all information would be provided and added that it would be close due to a large building in the back of the property.

- D. *Pre-Application/Application for a Certificate of Appropriateness at 616 Strawberry Street – to replace the siding and front & side stoops; to replace the front door and remove door from shed.*

Jessica Coburn, applicant, stated that they were scaling back the original project to restore the existing property – adding new Hardie siding, replacing the stoops on the front and side, replacing the front door, and removing a door from the utility shed to use space from the interior.

Katie Nunez read the staff report regarding this property.

Edward Wells asked if they would be using wood or vinyl shutters; wood, trying to reuse material or replacing with like material. Edward Wells stated that the Board needs to know the exact railing that would be used.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 616 Strawberry Street to replace the siding and front & side stoops, as well as replace the front door and remove the door from the shed, with the condition that the exact pictures of the handrail be provided to the Zoning Administrator. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Katie Nunez read the report.

B. *Discussion of Proposed Revisions to HDRB By-laws*

Martin Mayer brought up article 7-3 which states that the Chair can make a motion without having a second. It was decided to delete the second line of that article: Seconds to motions are not required.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Kathy Glaser, to adjourn the September 21, 2021 Historic District Review Board Regular Meeting at 7:15 p.m. The motion was unanimously approved.

Chairman Edward Wells

Planning Intern