



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
October 19, 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, and Herb Thom. Kathy Glaser was present over the phone. Martin Mayer was not present but provided written comments. 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 thirty-four 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 Herb Thom, seconded by Michael Strub, to accept the agenda as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

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

Katie Nunez read the staff report.

Kathy Glaser, applicant, corrected a statement she made at the last meeting stating that the roofing material was asbestos shingles. It was metal pin material. The applicant reiterated that the lot line would be vacated.

Michael Strub asked if the house would still be recognized as a Queen Anne style house; yes, the renovations are occurring in the rear.

Discussion about the chimneys was as follows: Edward Wells read Martin Mayer's questions into the record. He asked if the chimney was staying; yes, the original brick one would remain but not the metal one. Herb Thom asked if they would be repairing the chimney cap; yes, with a metal one. Herb Thom suggested using a concrete or brick cap. The applicant agreed that they would use whatever was appropriate.

It was stated that composite decking had been approved in the past. Edward Wells was not opposed to it. The applicant said she would be using tongue and groove.

The applicant pointed out that the steps were concrete, but she would like to replace them with brick. Edward Wells and Herb Thom said they were okay with brick steps.

The applicant then brought the roof up again. 3/12 pitch was the only option to accommodate the windows on the home.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 520 Randolph Avenue to build a 600 square foot addition with new siding, windows, and doors; paint existing shingles to match siding of new addition with the following conditions: (1) masonry cap on the chimney; (2) composite decking material; (3) brick steps; and (4) 3/12 roof pitch to accommodate the windows. The motion was approved by majority vote with Kathy Glaser recusing herself.

NEW BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at 619 Randolph Avenue – to replace roof above front porch and replace a concrete walkway.*

The applicant was not present.

Katie Nunez asked for guidance on walkways. Edward Wells was not sure if this fell under the Board's purview.

Herb Thom asked about the color of the roof, and Edward Wells reminded him that color was not mandated.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 619 Randolph Avenue to replace the roof above the front porch and replace the concrete walkway as presented. The motion was approved by unanimous vote.

- B. *Pre-Application/Application for a Certificate of Appropriateness at 543/545 Monroe Avenue – to restore and repair the exterior of the house and remove a 3rd story door.*

Zachary Smith, agent, gave an overview of proposed repairs.

Questions and discussion were as follows: (i) Herb Thom asked if the trim work on page 5 of the proposal was wood or plastic; wooden. (ii) Edward Wells asked if the roof line would be extended to where they were replacing a door with a window; yes. (iii) Kathy Glaser asked whether the railing would be replaced with wood or PVC; whatever was approved. (iv) Michael Strub inquired as to what determines a door is nonfunctioning; Edward Wells stated that the door in question (the rear door) led to nowhere, so it was not functional. (v) Herb Thom asked if they would be replacing the windows; no. (vi) Edward Wells inquired about the deck material; wood tongue and groove decking material. He then stated that the stairs would have to extend further and needed zoning approval. Edward Wells added that the front doors needed to be changed; the applicant responded that was fine. The Board said they would need the specs and photos of the proposed new front doors. (vii) Herb Thom asked about the foundation; they would be patching and matching like-for-like, the lattice would be wood. Edward Wells added that it needed to be painted.

The applicant stated that the guidelines were vague on some things. Herb Thom suggested contacting Katie Nunez for help.

The Board decided that more definitive plans and exact details of the proposed project were needed to reach a decision on this property.

- C. *Pre-Application/Application for a Certificate of Appropriateness at 642 Randolph Avenue – to replace vinyl siding with original siding and replace vinyl windows with Anderson windows.*

Robert Bridges, representative, explained that they would like to remove the existing vinyl and restore the original cedar shakes, as well as replace the windows with 1/1 Anderson replacements. He would also like to replace the front porch standing seam roof with another standing seam roof.

Motion made by Michael Strub, seconded by Herb Thom, to approve the amended Certificate of Appropriateness at 642 Randolph Avenue to replace the vinyl siding with original siding and replace

the vinyl windows with Anderson windows, as well as add the replacement of the front porch roof with a like material. The motion was approved by unanimous vote.

- D. *Pre-Application/Application for a Certificate of Appropriateness at 239 Monroe Avenue – to replace front porch flooring, approval after the fact.*

Peter Baumann, applicant, said that he was relying on the people that were doing the work to have done the right thing. The porch had been repaired numerous times and the wood was deteriorating, becoming a tripping hazard. They replaced tongue & groove with 5/4 x 6 porch.

Kathy Glaser stated she does not see a problem. Edward Wells brought up that they had changed the material of the porch.

During the repair, a piece of tin was removed, then put back once the board was replaced.

Michael Strub pointed out that replacing wood with wood was okay. Ed Wells asked the applicant to do the right thing in the future.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the after the fact Certificate of Appropriateness at 239 Monroe Avenue to replace the front porch flooring as all the paperwork had been taken care of at this point. The motion was approved by unanimous vote.

- E. *Pre-Application/Application for a Certificate of Appropriateness at 515 Tazewell Avenue – to re-side house, repairs, and reconfiguration of existing shed, replace roof on front porch, and add window on side of house adjacent to back porch.*

Joanne Bronson, applicant, explained that the wood was deteriorating, so they would like to replace the siding with Hardie plank. She then went on to describe the other proposed repairs.

Kathy Glaser stated that she did not think the new and old siding would match if they replaced only some of the siding. The applicant responded that the entire left, west, and north sides would be redone. Kathy Glaser said they would age differently. Edward Wells responded that the different sides and corners could be made to match.

Kathy Glaser then asked about the window material, in-kind wood for wood.

Edward Wells pointed out that they were moving the door on the shed; yes, to use for the golf cart.

Kathy Glaser asked about the gutters; being added to front and rear, would be on fascia and white.

Katie Nunez pointed out that trees were under purview, but shrubs were not under an ordinance. She then read Martin Mayer's submitted question about the proposed window. The applicant said they were no longer adding that window.

Motion made by Michael Strub, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 515 Tazewell Avenue to re-side house, make repairs, reconfigure the existing shed, and replace roof on front porch. The addition of the triple window was not approved. The motion was approved by unanimous vote.

- F. *Pre-Application/Application for a Certificate of Appropriateness at 501 Jefferson Avenue – to renovate wrap-around porch, remove one-story enclosed porch, add 12 ft x 11 ft (132 square feet) 2-story addition on rear northwest corner, and an addition of 14 ft x 12 ft (168 square feet) rear deck with French doors and outdoor shower; repair piers and remove flue pipe from roof.*

Gary Hunter, applicant, explained the proposed renovations: addition, restoring columns, replacing rotted porch wood with tongue & groove, a black metal stand and seam porch roof, and a 2/12 pitch on the front porch roof.

Edward Wells stated that the Board needed better renderings of the project.

Kathy Glaser asked about the porch foundation. The applicant explained that the piers would be redone with concrete block and said they would like to fill in between the piers. Edward Wells said they could use lattice or boards, but not fill it in entirely. The Applicant said they would like to use lattice.

Edward Wells asked if they were reframing the floor; yes.

Herb Thom asked how much reveal was being left; none, it would stick out from behind the house.

The applicant stated that the roof pitch on the addition would be the same pitch as was on the porch, and that they would be adding an awning over the door.

Martin Mayer asked if the door was being removed; yes, the existing metal door was being replaced by a fiberglass one.

Edward Wells pointed out that they were eliminating a window and adding a door in the rear. The applicant responded that the west elevation shows they are eliminating windows due to the addition. Edward Wells then asked about the porch material; in the rear, it would be Trex, not tongue & groove. Finally, Edward Wells asked if the new shutters would be vinyl; yes.

The applicant stated they would like to use Hardie plank on the new addition with a 4" reveal. A discussion on shutters followed, where it was determined they must use wood or have no shutters at all.

Edward Wells inquired about the new window casings; they would match the existing one. They need to have at least 3-1/2" trim, be vinyl, and have a 1-3/4" sill. Kathy Glaser pointed out that the applicant must meet the guidelines. It was also pointed out that they would need a wider casing around the doors.

Michael Strub asked about the shower; it would be 7' tall and 4' square, enclosed in the rear but visible from Plum Street, and made from pressure treated wood in the vertical position. Edward Wells stated that he would like it to be painted and have the same floor material as the deck (Trex). Mr. Hunter removed the shower from the application.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 501 Jefferson Avenue to renovate the wrap-around porch, remove an existing one-story enclosed porch, add a 12 feet x 11 feet (132 square feet) two-story addition on the rear northwest corner, add 14 feet x 12 feet (168 square feet) rear deck with French doors; and repair piers and remove flue pipe from roof, with the following conditions: (1) 4" reveal Hardie plank was used on the addition to match the existing siding; (2) wood shutters were to be used; (3) the windows would have a 3-1/2" trim and a 1-3/4" sill; and (4) the door trim would be wider. The outdoor shower was excluded and would be discussed at a later meeting of the Historic District Review Board. The motion was approved by unanimous vote.

G. *Pre-Application/Application for a Certificate of Appropriateness at 630 Tazewell Avenue – to renovate with addition of new mudroom on east side, new rear screened porch, alteration of two-story portion of house for windows and siding.*

Claudine Pierce, applicant representative, presented the application and explained that the new door would be mahogany to replicate the original door.

Michael Strub asked if it complied with zoning; yes.

Herb Thom asked if there was an existing fireplace; yes, but someone closed it off.

Martin Mayer added that this is one of the oldest homes in town and inquired about the age of the addition; the applicant did not know.

Edward Wells and Martin Mayer both asked about the whitewashing of the brick piers. The representative said that they were not original and were erroneous. They did not want to paint them solid because they want the piers to look like they have age. Edward Wells asked if they had talked to a mason, no. He added that the applicant needed to as the Board needed more clarity.

Edward Wells asked if the railings on the front of the house were wood; yes, fir. He applauded the representative for the quality of material and the design.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the amended Certificate of Appropriateness at 630 Tazewell Avenue to renovate the home, building an addition of a new mudroom on the east side, a new rear screened porch, and doing an alteration of the two-story portion of house for windows and siding as presented. The whitewashing of the brick piers was not approved, as more information was needed. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Katie Nunez read the report. There were two items approved administratively since their last meeting.

1. 512 Monroe Avenue – replace old steps and side door with same.
2. 215 Monroe Avenue – add roof shingle layer.

B. *Report on violation at 542 Jefferson Avenue*

The board was informed of the violation and the process that would be taken in response.

Herb Thom stated that he would like the Virginia Board of Contractors to be contacted. Katie Nunez said she would tell Jeb Brady.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Michael Strub, to adjourn the October 19, 2021 Historic District Review Board Regular Meeting at 8:46 p.m. The motion was unanimously approved.

Chairman Edward Wells

Planning Intern