



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
November 16, 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, Martin Mayer, Michael Strub, and Herb Thom. Zoning Administrator Katie Nunez was not present. Also, in attendance were Planning Technician Tracy Outten and Town Clerk Libby Hume, and the applicants. There was one member of the public in attendance and thirty-three 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 as presented. The motion was approved by unanimous vote.

The board deferred the approval of the minutes as more time was needed to review them.

UNFINISHED BUSINESS:

- A. *Application for a Certificate of Appropriateness at 543 and 545 Monroe Avenue: Zachary Smith w/JB Design and Remodeling – to restore and repair the exterior of the house and remove a 3rd story door.* Zachary Smith, agent, presented the previously requested material specifications and read through the proposed exterior restorations and repairs.

Herb Thom asked how far the windowsill would be from the floor. Mr. Smith answered it was going to follow the building code.

Edward Wells asked if the baluster design was changing; yes, as pictured in the packet. Edward Wells would like a better drawing and stated some specifications as follows: (1) cap and base needed to be two by lumber on top; and (2) they were to be screwed in, not nailed.

Motion made by Kathy Glaser, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 543 and 545 Monroe Avenue to restore and repair the exterior of the house and remove the 3rd story door with the condition that more detailed drawings and exact specifications of the front railings needed to be provided to the Planning and Zoning Department for administrative approval. The motion was approved by unanimous vote.

NEW BUSINESS:

- A. *Application for a Certificate of Appropriateness at 101 Tazewell Avenue: Karen & William Lowe – to replace roof on accessory structure (garden shed).* Lauren Weigand, applicant representative, described the proposed roof replacement. She had estimated costs that had been provided from contractors and was trying to figure out if just replacing the asphalt roof would be cheaper or quicker than changing the roof material to metal.

The board offered suggestions on some metal roof options, snap lock or roll roof, as that would be more beneficial for the type of roof pitch on the accessory structure.

Motion made by Kathy Glaser, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 101 Tazewell Avenue to replace the roof on the accessory structure (garden shed) as presented with the option to use any type of metal roofing material. The motion was approved by unanimous vote.

- B. *Pre-Application/Application for a Certificate of Appropriateness at 542C Washington Avenue: Michael Jordan – to install a 6' x 10' (60 ft.) accessory structure.*

Michael Jordan, applicant, would like to install a Skylight 6' x 10' polycarbonate and reinforced aluminum framed shed in the common area to his condo unit and screen in his back deck. He has received approval from the Bay Lake Condominium Association for the placement of the shed.

Herb Thom asked if other sheds were located on the property; yes, a wooden one.

Edward Wells did not think the material fit-in with the district. He added that maybe this should not have been reviewed by the board.

Motion made by Kathy Glaser, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 542C Washington Avenue to install a 6' x 10' accessory structure (shed) as presented. The motion was approved by majority vote with Edward Wells opposing.

- C. *Modification to a Certificate of Appropriateness at 524 and 526 Peach Street: Tracey Deal & William Tsapatsaris – to replace all of the siding and all the windows.*

Tommy Rosen, contractor, said upon further investigation it was discovered that none of the existing vinyl siding was salvageable and all of it needed to be replaced with the previously approved new vinyl siding. In addition, he thought all the windows were approved for replacement at the last meeting but, apparently that was not the case so, since the owners would like all the windows to match four additional windows needed to be approved for replacement.

Discussion was as follows: (i) Edward Wells read the Cape Charles Historic District Guidelines section on siding and added that the original clapboards were still there. and (ii) Kathy Glaser did not see a problem as vinyl siding was approved in the past for this house. Michael Strub agreed and added that the siding was currently vinyl.

Motion made by Herb Thom, seconded by Michael Strub, to approve the modification to the Certificate of Appropriateness at 524 and 526 Peach Street to replace all existing vinyl siding with new vinyl siding and replace all the windows on the duplex with the condition that the vinyl siding specifications be as follows: (1) Double 5, (2) .046 thickness, and (3) textured wood look. The motion was approved by unanimous vote.

- D. *Application for a Certificate of Appropriateness at 214/216 Strawberry Street: Ryan & Amanda Marable and Josh & Stacey Newton – to renovate, including wooden porch railings, repair wood frames on windows and doors, roof porch, fence repairs and replacement, and addition of two 8' x 8' accessory structures (sheds), and after-the-fact approval for front stair replacement.*

Ryan Marable, applicant, explained the proposed renovations and added that additional documentation was sent to Katie Nunez about the front step setback issue. Mr. Marable said the fence would not change it would just be replaced with wood.

Discussion and questions were as follows: (i) Herb Thom asked if the windowsills were rotted and windows were being replaced; yes. Kathy Glaser wanted to know if the windows were being replaced with wood. The applicant answered that they would be replaced with the same material whether it be fiberglass, metal, or wood. (ii) The board confirmed the new front porch roof would be replaced with like for like material. (iii) Edward Wells asked what material was being used for the porch railings. The

applicant answered wood was being used for all porch renovations including the balusters. (iv) The applicant said the two sheds being proposed were wood. (v) The board would defer the front steps until the zoning administrator recommended approval. Martin Mayer confirmed that the original concrete or stucco steps had been replaced with brick; yes. and (vi) Edward Wells asked if the foundation done was to cover up cracks; yes, it needed to be repaired.

Motion made by Kathy Glaser, seconded by Herb Thom, to approve the Certificate of Appropriateness at 214 and 216 Strawberry Street for renovations including wooden porch railings, repair wood frames on windows and doors, roof porch, fence repairs and replacement, and installation of two 8' x 8' accessory structures (sheds) as presented with the condition that zoning requirements are met. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

The board members reviewed the zoning administrators report.

ANNOUNCEMENTS:

There were no announcements.

Hearing no objection, Chairman Edward Wells adjourned the November 16, 2021 Historic District Review Board Regular Meeting at 6:55 p.m.

Chairman Edward Wells

Planning Technician