



HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
December 21, 2021
3:00 p.m.**

At 3:00 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. Also, in attendance were Zoning Administrator Katie Nunez Planning Technician Tracy Outten and Town Clerk Libby Hume, and the applicants in person and via telephone. There was one member of the public in attendance and twenty 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 approve the agenda and minutes from the May 18, 2021 Historic District Review Board Regular Meeting, June 8, 2021 Historic District Review Board Special Meeting, June 15, 2021 Historic District Review Board Regular Meeting, July 20, 2021 Historic District Review Board Regular Meeting, and August 17, 2021 Historic District Review Board Regular Meeting. The motion was approved by unanimous vote.

Edward Wells would like the minutes from the September 21, 2021 Historic District Review Board Regular Meeting and the October 19, 2021 Historic District Review Board Regular Meeting to be reworked.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

A. *Certificate of Appropriateness to Install a Fence:*

1. *119 Fig Street: Herbert A. Thom.*

Herb Thom was the applicant therefore, he recused himself from voting.

Katie Nunez read the staff report.

Herb Thom explained that this lot was the smallest one in the town and the application was to install a wooden fence. He added that the plan was to have a fishpond in the future.

Questions and discussion were as follows: (i) Edward Wells asked if the fence would be painted; no. (ii) Michael Strub wanted to confirm the height of the fence in the rear would be 6' and the side was going to be 4'; yes, and it was all behind the house. and (iii) Edward Wells added that the guidelines stated that fences needed to be painted. Kathy Glaser stated that others have not.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 119 Fig Street to install a wooden fence 6' in height on the rear property line and 4' in height on the side property line as stated in the application. The motion was approved by majority vote with Herb Thom recusing himself.

2. *240 Monroe Avenue: Michael Furcron.*

Katie Nunez read the staff report.

Some discussion ensued on what side the fence would be facing.

Motion made by Kathy Glaser, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 240 Monroe Avenue to add and install a dog-ear pressure treated pine wooden fence 6' in height on the side rear yard property line and to add 4' in height gate at the rear property line as stated in the application contingent upon the Zoning Administrator receiving a letter from the adjacent property owner giving permission to have the fence installed with the finish side facing inward. The motion was approved by unanimous vote.

- B. *Certificate of Appropriateness for Minor Renovations:*

1. *213 Madison Avenue: Jim & Jodi Outland – to screen in an existing front porch and add a storm door.*

Katie Nunez read the staff report.

Questions and discussion were as follows: (i) Kathy Glaser asked why the applicants were requesting a storm door. Jodi Outland, applicant, answered that the contractor recommended it. (ii) Edward Wells and Kathy Glaser would like to know more about the screening. (iii) Jodi Outland asked if a screen door would be okay; yes. and (iv) Michael Strub wanted to make sure that the history of the house was being preserved.

The board requested the following: (i) door: material, frame, size, style; (ii) screen framing size; and (iii) screen color and type.

- C. *Modification to Approved Certificate of Appropriateness:*

1. *Lot 561 on Randolph Avenue: Justin & Christy Walker – to use a different style of siding than previously approved.*

Katie Nunez read the staff report.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Modification to a Certificate of Appropriateness approved on July 21, 2021 for Lot 561 on Randolph Avenue to use a different style of cement board siding and to install the siding in a different direction as presented. The motion was approved by unanimous vote.

2. *520 Randolph Avenue: Kathleen & Todd Glaser – to change the previously approved addition size and layout; replace all siding with the previously approved hardie-plank; and replace the 2nd floor windows.*

Kathy Glaser recused herself from voting since she was the applicant.

Katie Nunez read the staff report.

Kathy Glaser explained that once work started termite damage was discovered on the original clapboard siding and on the second-floor windows leaving them unsalvageable. She added that the other modification was to decrease the new addition window heights from 64 inches to 48 inches.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Modification to a Certificate of Appropriateness approved on October 19, 2021 at 520 Randolph Avenue to change the addition size and layout; replace all siding with hardie plank; and replace the second-floor windows as presented. The motion was approved by majority vote with Kathy Glaser recusing herself.

D. *Certificate of Appropriateness for Renovations, Additions, and New Construction:*

1. *516 Randolph Avenue: Danny Sullivan II & Johanna Baker – to construct a rear deck and replace a rear window with a door.*

Katie Nunez read the staff report.

Johanna Baker, applicant, was available by phone to answer questions.

Herb Thom asked if the deck would need railing and if so, what material would be used; azek.

Kathy Glaser confirmed that the door in the packet was being used. Yes, but the wood was the preferred material.

Motion made by Kathy Glaser, seconded by Herb Thom, to approve the Certificate of Appropriateness at 516 Randolph Avenue to construct a rear deck and to replace a rear window with a door with the condition that the handrailing details need to be provided to the board. The motion was approved by unanimous vote.

2. *425 Mason Avenue: Jon Dempster; Deadrise Holdings, LLC – to replace the front pergola, door & windows, and construct a rear addition.*

Katie Nunez informed the board that the staff report had been updated and the proposed project was in compliance with the zoning.

Jon Dempster, applicant, explained that the rear addition was to expand the kitchen so another pizza oven could be purchased; and replacing the front windows with full view commercial panes and a new pergola would make the restaurant more attractive.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the Certificate of Appropriateness at 425 Mason Avenue to replace the front pergola, door, and windows; and construct a rear addition as presented. The motion was approved by unanimous vote.

3. *602 Tazewell Avenue: Renato & Jody Lucatello – to construct a two-story detached garage.*

Katie Nunez read the staff report.

Sean Ingram, contractor, was available to answer questions since there were telephone issues with the applicant, Renato Lucatello.

Kathy Glaser asked if the garage door would face the side street; yes.

Michael Strub wanted to know if the second floor was going to have a full porch. Sean Ingram answered no, just enough of one for egress purposes.

Motion made by Michael Strub, seconded by Kathy Glaser, to approve the Certificate of Appropriateness at 602 Tazewell Avenue to construct a two-story detached garage with an accessory dwelling unit on the second floor as presented. The motion was approved by majority vote with Herb Thom opposing.

4. *410 Harbor Avenue/100 Madison Avenue: Sam & Amy Scharpf – to demolish an existing shed and construct a two-story detached garage.*

Katie Nunez read the staff report.

Sam Scharpf, applicant, was available by telephone, and Sean Ingram, contractor, was also available to clarify any details or answer any questions.

Discussion and questions were as follows: (i) Edward Wells thought there was not much left to salvage of the existing accessory structure. and (ii) Kathy Glaser observed that not many windows were not being proposed for the second floor and thought additional windows would look nice. Edward Wells agreed and mentioned page 42 of the Cape Charles Historic District Guidelines. Sam Scharpf thought privacy was important and asked how many additional windows the board recommended. Edward Wells answered two to the north side for aesthetics and to be compatible with the proportions of windows on surrounding homes. Sean Ingram said one could be added in the bedroom and one in the dining room with the same specifications. Herb Thom added that the window trim should be 1/4" thick and the windowsill should be 1-3/4".

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the Certificate of Appropriateness at 410 Harbor Avenue to demolish an existing accessory structure (shed) and construct a two-story detached garage with an accessory dwelling unit on the second floor with the condition that a minimum of two additional windows were added on the North side of the structure to better fit-in with the neighborhood. Windows need to be 2/3, have a trim of 1/4 inch and a sill of 1-3/4 inch. The motion was approved by unanimous vote.

5. *542 Jefferson Avenue: Bad Dog, LLC/David & Elizabeth Crites Doherty – to construct a new two-story single-family home.*

Katie Nunez read the staff report.

Elizabeth Doherty, applicant, was available to answer questions.

Discussion and questions were as follows: (i) Kathy Glaser confirmed that there would only be a one-story porch. (ii) Michael Strub asked if the remaining concrete steps would be part of the new construction; no. (iii) Edward Wells wanted to know what the railing design looked like. The applicants were undecided and did not know if it would be necessary. (iv) The overall height of the house followed the zoning ordinance. (v) Edward Wells asked the dimensions of the proposed double doors on the east side, 60"; and the glass would be clear. He informed the applicants that the door was not conducive to the Historic District. The applicants asked if French Doors were okay; yes. and (vi) Herb Thom and Kathy Glaser wanted to know the material for the porch columns. The applicants were not for sure. They were informed the board would need to know.

Motion made by Kathy Glaser, seconded by Herb Thom, to approve the Certificate of Appropriateness at 542 Jefferson Avenue to construct a new two-story single-family home including with the following conditions: (1) doors to porch would be French Doors, (2) 1/1 windows, and (3) if railings were needed a Modification to the Certificate of Appropriateness would need to be applied for and approved by the Historic District Review Board. The motion was approved by majority vote Edward Wells opposing.

E. *C-3 Application*

1. *Lots 26-29 on Randolph Avenue: Thomas & Katherine Austin – to construct a miniature golf course club house and install a sign.*

Katie Nunez read the staff report and informed the board the application is in zoning compliance with the Cape Charles Zoning Ordinance, including landscaping, lighting, parking, and signage requirements.

Thomas and Katherine Austin, applicants, asked if the board had any questions.

Kathy Glaser thought the design was lovely.

Michael Strub asked where the sign would be placed. The applicants answered near the entrance but, that detail would be finalized after the Virginia Department of Motor Vehicles approved the plans.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the Certificate of Appropriateness on lots 26, 27, 28, and 29 on Randolph Avenue to construct a miniature golf course club house and install a sign as presented. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Katie Nunez updated the board on two roof replacements that were approved administratively at 610 Randolph Avenue and 606 Madison Avenue per Section 8.16 (B) of the Town of Cape Charles Zoning Ordinance.

ANNOUNCEMENTS:

Edward Wells stated that he would not be seeking re-appointment. (Please see attached.)

Hearing no objection, Chairman Edward Wells adjourned the December 21, 2021 Historic District Review Board Regular Meeting at 4:54 p.m.

Chairman Edward Wells

Planning Technician

Chairman Edward Wells Statement

December 21, 2021

I Edward Wells would like to say a few words . I have notified the town clerk in an email that I am requesting not be reappointed to the Harbor District Review Board (HDRB).

I would like to thank my fellow board members that I have worked with. I know we didn't always agree on everything, but I believe in the end we were fair and honest in our assessments. I would like to thank Katie (Nunez) for her expertise and knowledge. I would also like to thank Tracy Otten for the many hours getting our agenda and meetings organized and maybe not being recognized for doing so. With that said I'll say I tried my Best .

Thank You , Edward Wells