



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
February 15, 2022
3:00 p.m.

At 3:00 p.m., Chairman Herb Thom, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Herb Thom, present were Kathy Glaser, David Howgill, Martin Mayer, and Michael Strub. Also, in attendance were Zoning Administrator Katie Nunez, Planning Technician Tracy Outten and Town Clerk Libby Hume, and the applicants. There were two members of the public in attendance and twenty-seven viewers on Facebook Live.

Herb Thom started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

New board member David Howgill was introduced and welcomed.

ORGANIZATIONAL MEETING:

A. Election of Chairman, Vice-Chairman, and Secretary

Herb Thom accepted the nomination for Chairman to the Historic District Review Board.

Motion made by Martin Mayer, seconded by Michael Strub, to accept the nomination of Herb Thom for Chairman of the Cape Charles Historic District Review Board. The motion was approved by unanimous vote.

Martin Mayer accepted the nomination for Vice- Chairman to the Historic District Review Board.

Motion made by Herb Thom, seconded by Kathy Glaser, to accept the nomination of Martin Mayer for Vice-Chairman of the Cape Charles Historic District Review Board. The motion was approved by unanimous vote.

Tracy Outten accepted the nomination for Secretary to the Historic District Review Board.

Motion made by Herb Thom, seconded by David Howgill, to accept the nomination of Tracy Outten for Secretary of the Cape Charles Historic District Review Board. The motion was approved by unanimous vote.

B. Review, Discussion, and Adoption of Revised Bylaws

After some discussion about the meeting start time, it was decided that the Historic District Review Board Regular Meeting times would be 4:00 p.m. during the winter and 6:00 p.m. in the summer.

Motion made by Kathy Glaser, seconded by David Howgill, to accept the amendment to the meeting time for the Cape Charles Historic District Review Board from 6:00 p.m. to 4:00 p.m. during the winter and 6:00 p.m. in the summer. The motion was approved by unanimous vote.

Kathy Glaser said there was not any mention that a member of the board had to be a full-time resident of Cape Charles. Katie Nunez said that was a qualification to apply for any town board or commission. Kathy Glaser knew someone who applied but then was told they could not.

Motion made by Kathy Glaser, seconded by Glaser, to amend the Cape Charles Historic District Review Board By-Laws as proposed with two Regular Meeting start times. The motion was approved

by unanimous vote. Roll call vote: Kathy Glaser, yes; David Howgill, yes; Martin Mayer, yes; Michael Strub, yes; and Herb Thom, yes.

PUBLIC COMMENT:

There were no public comments to be heard, nor any written comments submitted prior to the meeting.

CONSENT AGENDA:

Motion made by Michael Strub, seconded by Kathy Glaser, to approve the agenda format as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

- A. *213 Madison Avenue: Jim & Jodi Outland – Certificate of Appropriateness to screen-in the existing front porch.*

Jim Outland, applicant, thought that all previous questions had been in the re-submitted application packet.

Discussion and questions were as follows: (i) Herb Thom asked if the existing railing would be removed, yes. (ii) Kathy Glaser would like to know how the screen was being fastened; concrete anchored. Martin Mayer added that in the packet it looked like most of it was not visible. (iii) David Howgill thought aesthetically it would look better if spars were spaced differently and the color matched the screening. Jim Outland agreed. (iv) Michael Strub had concerns about this changing the historic appearance and was worried about the symmetry being messed-up. (v) Jodi Outland, applicant, did not want a cookie cutter house and wanted to be able to use her front porch. She cannot presently sit on it due to bugs. and (vi) Martin Mayer wanted to discuss the compatibility of the proposed materials.

Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for a Certificate of Appropriateness at 213 Madison Avenue on an application filed by Jim and Jodi Outland to screen-in the existing front porch and add a screen door as presented. The motion was approved by unanimous vote.

NEW BUSINESS:

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

There were no applications filed.

- B. *Certificate of Appropriateness for Minor Renovations and Modification to Approved Certificate of Appropriateness:*

There were no applications filed.

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

1. *219 Mason Avenue: Todd Bricken – to renovate/remodel entire building front (doors, windows, brick work, balcony/porch), removal of rear storage shed; new windows on sides and rear of building; new exterior door a base of stairwell column for egress; replace overhead garage door in rear of building; new roof framing and roof additions (stair towers, roof deck).*

Katie Nunez read the staff report.

Todd Bricken, applicant, added that he tried to stay within the era of the Town and summarized the renovations.

Discussion and questions were as follows: (i) Herb Thom thought it looked fantastic. (ii) David Howgill pointed out that the front columns were being changed from round to square. Todd Bricken thought this gave the building a cleaner, sharper look. (iii) Martin Mayer said in the past the words “refurbished as needed” has gotten the board in trouble and would like more specificity. Todd

Bricken stated that the windows were being replaced for consistency. He continued that stripping the paint to show the original brick was being proposed. After much discussion, the board would need more information on the brick once it was uncovered to determine natural condition. Katie Nunez referred the applicant to page 52 in the Historic District Guidelines. and (v) Martin Mayer asked about the proposed storefront. Todd Bricken explained that the doors needed to be moved so there can be separate entrances for the commercial storefronts and second floor residential units, and he asked if any discussion on the painting of brick could be eliminated. David Howgill thought the brick was being painted for consistency. Kathy Glaser said the design does look nice but was not the original layout. Martin Mayer confirmed that the front railing material would be composite or azek. Kathy Glaser asked if the existing windows and doors were to remain, yes, but they would be different sizes. She informed him that any replacements or modifications would need to be approved by the Board.

Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 219 Mason Avenue on an application filed by Todd Bricken, to renovate and remodel the entire building front including doors, windows, brick work, balcony/porch; removal of rear storage shed; new windows on sides and rear of building; new exterior door a base of stairwell column for egress; replace overhead garage door in rear of building; new roof framing and roof additions to include stair towers and roof deck as presented with added conditions as follows: (1) only painted brick could be repainted the exact color otherwise the brick was to be left unpainted; and (2) any additions or changes to this approval needed to reviewed and approved by the Board as a modification to the Certificate of Appropriateness. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Katie Nunez updated the board on a roof replacement at 711 Tazewell Avenue approved administratively per Section 8.17 (B) of the Town of Cape Charles Zoning Ordinance.

B. *Annual Report to the Commission of Local Government (CLG)*

Katie Nunez summarized the annual report.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Kathy Glaser, seconded by Martin Mayer, to adjourn the February 15, 2022 Historic District Review Board Regular Meeting at 4:21 p.m. The motion was approved by unanimous vote.

Chairman Herb Thom

Planning Technician