



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
March 15, 2022
4:00 p.m.

At 4:00 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, Building Official Jeb Brady, Planning Technician Tracy Outten and Town Clerk Libby Hume, and the applicants. There was one member of the public in attendance and twenty-one viewers on Facebook Live.

Herb Thom 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, nor any written comments submitted prior to the meeting.

CONSENT AGENDA:

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

UNFINISHED BUSINESS:

There was no unfinished business.

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:

1. 333 Madison Avenue: Edmund J. Sabo – to install a 12' x 12' (144 sq. ft.) accessory structure.

Edmund Sabo, applicant, said the proposal was to install a shed on the property that would match the existing structures.

Motion made by Herb Thom, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 333 Madison Avenue on an application filed by Edmund J. Sabo, to install a 12' x 12' (144 sq. ft.) accessory structure as presented. The motion was approved by unanimous vote.

2. 520 Randolph Avenue: Kathleen and Todd Glaser – to renovate existing accessory structure.

Kathy Glaser, applicant, briefly explained the proposed renovations and added that a Conditional Use Permit had been obtained for an Accessory Dwelling Unit on February 17, 2022.

Discussion and questions were as follows: (i) Martin Mayer asked for clarification on where the two double hung side by side windows were being placed. Kathy Glaser stated that they would replace the one single pane window. (ii) David Howgill confirmed that the double doors would remain, yes, that side would be used for storage. and (iii) Herb Thom would like the replacement windows to have a sill.

Motion made by David Howgill, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 520 Randolph Avenue on an application filed by Kathleen and Todd Glaser, to renovate the windows and door; and replace the roof on an accessory dwelling unit as presented. The motion was approved by majority vote with Kathy Glaser recusing herself.

3. *535A and 535B Randolph Avenue: Robin & JT Maxwell and Aleks & Carleen Kupcis – to replace front porch flooring.*

Katie Nunez read the staff report.

The applicants were not available for questioning.

David Howgill asked if color could be requested to remain the same. Katie Nunez answered no.

Kathy Glaser and Herb Thom said the direction of the flooring needed to be laid perpendicular to the house.

Motion made by David Howgill, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 533A and 535B Randolph Avenue on an application filed by Robin and JT Maxwell and Aleks and Carleen Kupcis, to replace the existing front porch wood flooring with Trex composite decking as presented with the condition that the flooring be installed perpendicular from the house (as existing). The motion was approved by unanimous vote.

4. *227 Mason Avenue: Alana Smith – to install an awning on the commercial building.*

Katie Nunez read the staff report.

Martin Mayer asked if any more details were available such as material, scope, etc. Kathy Glaser asked if the board could give recommendations on type of awning, no.

Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 227 Mason Avenue on an application filed by Alana Smith, to install a 4' x 14' (56 sq. ft.) awning with signage with the condition that all zoning requirements were met. The motion was approved by unanimous vote.

5. *601 and 603 Peach Street: Bo Yang – After the Fact Approval for a Certificate of Appropriateness for an outdoor shower and fence.*

Bo Yang, applicant, said that he thought the Certificate of Appropriateness for renovations would cover that work and future work.

Discussion and questions were as follows: (i) Herb Thom said a 6' tall fence would be better for aesthetics. (ii) Katie Nunez did not think the metal structures were normal material to use in the historic district. Bo Yang said other houses had the same type. David Howgill said it was evident that this was out of character because of where the property was located. He added that the applicant needed to understand that his duplex was in a historic community. Kathy Glaser thought the metal would be okay for the roof but, sides should be wood. Some discussion ensued about how this could become acceptable, and the applicant was agreeable to painting the metal. and (iii) Michael Strub mentioned the separated fencing in the rear.

Motion made by David Howgill, seconded by Martin Mayer, to approve the application for the After the Fact Certificate of Appropriateness at 601 and 603 Peach Street on an application filed by Bo Yang, for installed outdoor enclosed showers and fences with the recommendation that the corrugated 31-gauge galvanized steel paneling be painted to better fit in with the character of the neighborhood. The motion was approved by unanimous vote.

C. *Modification to Approved Certificate of Appropriateness:*

There were no applications filed.

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

There were no applications filed.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Katie Nunez updated the board on Administrative Approvals as follows: (1) 309 Tazewell Avenue – roof replacement (2) 509 Randolph Avenue – replace wood in same pattern and style of the Cape Charles Baptist Church Bell Tower; (3) 531 Randolph Avenue – deck replacement and small extension of said rear deck.

Katie Nunez and Jeb Brady informed the board of an ongoing violation for a demolition by neglect at 424 Randolph Avenue. Paula Russo, owner, said an architect that was contacted was willing to do building plans after an engineering report was completed.

Discussion and questions were as follows: (i) Herb Thom asked if there was a timeline to prevent further deterioration of the building, yes. (ii) David Howgill asked a date could be set to have a completed engineering report. Jeb Brady said that has not been determined. (iii) A site plan has been scheduled for the near future. (iv) Paula Russo thought she could have an engineering report in-hand on March 24, 2022. Katie Nunez said the two departments would have a follow-up report to her by March 28, 2022. (v) Katie Nunez asked if a new roof was required what would the applicant be proposing. Paul Russo answered same metal as existing. and (vi) David Howgill would like some form of progress from the Code Official in April.

Herb Thom would like to propose to change the Historic District Review Board Regular Meeting time to 5:00 p.m. instead of having to different meeting times.

Motion made by Kathy Glaser, seconded by Michael Strub, to amend the Historic District Review Board Regular Meeting starting times from 4:00 p.m. during the winter and 6:00 p.m. in the summer to one start time of 5:00 p.m. all year. The motion was approved by unanimous vote.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Kathy Glaser, seconded by Martin Mayer, to adjourn the March 15, 2022 Historic District Review Board Regular Meeting at 4:58 p.m. The motion was approved by unanimous vote.

Chairman Herb Thom

Planning Technician