



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
May 17, 2022
5:00 p.m.

At 5:00 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, Martin Mayer, and Michael Strub. David Howgill was not in attendance. Also, in attendance were Zoning Administrator Katie Nunez, Planning Technician Tracy Outten and Town Clerk Libby Hume, and the applicants. There were four members of the public in attendance and eighteen 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 Martin Mayer, to approve the agenda format as presented. The motion was approved by unanimous vote.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the minutes from the January 18, 2022 Historic District Review Board Regular Meeting 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. *Modification to Approved Certificate of Appropriateness:*

There were no applications filed.

C. *Certificate of Appropriateness for Minor Renovations:*

- 1. *303 and 305 Strawberry Street: John Gavin – to replace the existing metal roof on the front porch with a shingle roof.***

John Gavin, applicant said the metal front porch roof was rotting and the proposed shingle roof would match the main structure.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 303 and 305 Strawberry Street on an application filed by John Gavin, to replace the existing metal roof on the front porch with a shingle roof as presented. The motion was approved by unanimous vote.

- 2. *539 Jefferson Avenue: Frank and Sheryl Simeck – to replace the front porch handrails and columns and repair or replace the front porch ceiling and garage overhang soffit.***

Michael Strub informed the board that he had spoken to the applicants about renting this property and would be recusing himself from voting on this application.

Sheryl Simeck, applicant, explained the proposed project.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 539 Jefferson Avenue on an application filed by Frank and Sheryl Simeck, to replace the existing front and side porch handrails with Raven Vinyl Railings and wrap the existing front and side porch columns with vinyl post sleeves; repairing and replacing the front and side porch ceilings and garage overhang with bead board soffit as presented. The motion was approved by majority vote with Michael Strub recusing himself.

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

1. *1 Fig Street: LJ Kellam Construction – to remove windows, garage door, and a bulge from the rear brick wall of the exterior of the commercial building.*

Luke Kellam, general contractor, applicant, and Gerry West, lead architect, were available to answer questions. Luke Kellam explained that this application was mainly for the interior demolition due to asbestos and lead abatement. He continued by stating that Phase 1 did include removing all windows and the garage door and fixing a bulge in the rear of the building.

Discussion and questions were as follows: (i) Herb Thom asked if a provision was made for the gas tank, the adjacent property owners may give them a lease. (ii) When asked about when the securing of the building would begin, Luke Kellam answered that he was waiting for tonight's outcome. Gerry West added that the designing would be in sync with the demolition and abatement process as measurements were needed. Kathy Glaser confirmed that all designs would be presented to and approved by the HDRB. (iv) Herb Thom asked if the integrity of the cupola would be left; yes, if it was an original feature to the building. (v) Michael Strub asked what material was going to be used to fix the bulge. Luke Kellam answered the same material, they were just shoring up the building. (vi) Michael Strub wanted to be clear on what was being remediated, asbestos and lead. Luke Kellam explained once this process was done it would be like starting with a clean slate. (vii) Kathy Glaser asked what exactly the board was approving for the garage door. Katie Nunez said just the removing of the door. All future plans would need to be reviewed and approved by the board. and (viii) Michael Strub suggested the architect and contractor google historic photographs of the "Kellogg Building".

Katie Nunez asked Luke Kellam an estimated timeline that an application would be seen for Phase 2, maybe August.

Motion made by Martin Mayer, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 1 Fig Street on an application filed by LJ Kellam Construction on behalf of Liquor Distillation Society, LLC, to remove the windows and garage door and a bulge from the rear brick wall of the commercial building as presented with the understanding that any additional work needed to be reviewed by the Historic District Review Board and a separate Certificate of Appropriateness Application was would be submitted for all future design plans and materials. The motion was approved by unanimous vote.

2. *510 Monroe Avenue – Robert and Patricia James – to renovate the existing sunroom and second story deck and replace the existing slate roof with a shingle roof.*

Patricia James, applicant, and Jeb Johnson, contractor, were available to answer questions.

Discussion and questions were as follows: (i) Herb Thom did not see a problem with the roof replacement as the proposed shingles were a good quality and precedent had been set. (ii) Herb Thom asked what the specifications for the windows for the addition were. Jeb Johnson answered the applicants had not decided. Herb Thom then asked about the flooring material, cedar decking on the first floor and composite decking for the second story. (iii) Kathy Glaser wanted to know if the second story deck would be flush with the first floor or would it still have an overhang. Jeb

Johnson said it would be flush, no overhang. She then asked if the spiral staircase was visible from the street, no. and (iv) Michael Strub noted that the new sunroom would be larger. Katie Nunez said still within zoning compliance.

Motion made by Martin Mayer, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 510 Monroe Avenue on an application filed by Robert and Patricia James, to remove the existing rear 20' x 7.3' (146 sq. ft.) sunroom and replace with a 20' x 14' (280 sq. ft.) sunroom and to renovate the second-story deck on the rear of the single-family dwelling unit, and to replace the existing slate roof with a shingle roof of the single-family dwelling unit as presented with the condition that exact materials and specification sheets for the windows and flooring need to be provided to and approved by the Zoning Administrator. The motion was approved by unanimous vote.

3. *Lot 125 on Jefferson Avenue (Tax Map #83A1-1-125): Alexis DiMaio and Guido Schettini – to build a new 2,144 sq. ft. two-story single-family dwelling unit, a 10' x 12' (120 sq. ft.) accessory structure, and install a fence around the rear perimeter of the property*
Alexis and Guy Schettini, applicants, and Bill Doughty, contractor, summarized the proposed new home, shed, and fence. Alexis Schettini added that the fence was going to be wood with lattice.

Katie Nunez informed the board that the applicants would rebuild the sidewalk.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at Lot 125 on Jefferson Avenue (Tax Map #83A1-1-125) on an application filed by Alexis and Guido Schettini, to construct a new two-story 2,144 sq. ft. single-family dwelling unit, a 10' x 12' (120 sq. ft.) accessory structure (shed), and to install a wooden fence around the rear perimeter of the property as presented. The motion was approved by unanimous vote.

- E. *Commercial-3 District:*
There were no applications filed.

OTHER BUSINESS:

- A. *Report from Zoning Administrator Katie Nunez*
Katie Nunez updated the board on (i) Administrative Approvals as follows: (1) 522 Tazewell Avenue – substitution of side porch flooring from wood to Azek; (ii) Approved Certificate of Appropriateness Condition Update as follows: None. (iii) The compliance checks that were completed by the Zoning Compliance Officer were provided. and (iv) An update was given on the violation at 420 Randolph Avenue.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Martin Mayer, seconded by Michael Strub, to adjourn the May 17, 2022 Historic District Review Board Regular Meeting at 6:11 p.m. The motion was approved by unanimous vote.

Chairman Herb Thom

Planning Technician