



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
June 22, 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 twenty-three 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 Kathy Glaser, 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:

1. *614 Randolph Avenue: Elizabeth Wright – to replace the existing 4' wooden fence picket side fence and 6' privacy fence with a semi-privacy vinyl fence.*

Katie Nunez summarized the staff report and let the board know the applicant was in attendance to answer any questions. The new fence would be installed in the same footprint as the existing fence.

Katie Nunez read Board Member David Howgill's comments into the record.

Motion made by Martin Mayer, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 614 Randolph Avenue on an application filed by Elizabeth Wright, to replace the existing 4' wooden picket fence on the rear sides of the house and a 6' wooden privacy fence on the rear property line with a 6' high semi-privacy vinyl fence and will include two 4' long swing gates installed on the east side and one 4' long swing gate and a 4' long fence panel installed on the west side of the house; and the remaining fence will be composed of 8' long panels and three (3) shorter length panels about 4' long. The motion was approved by unanimous vote.

2. *10 Randolph Avenue: Clayton Newman – After the Fact Approval for installing a rear and side fence.*

Katie Nunez summarized the staff report. She reiterated that the applicant had taken down the fence once he was contacted by the office and made aware that it was illegal.

Katie Nunez read Board Member David Howgill's comments into the record.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the After the Fact Approval application for the Certificate of Appropriateness at 10 Randolph Avenue on an application filed by

Clayton Newman, to install a 4' tall white vinyl picket fence from the rear corner of the house toward the side of the lot on Harbor Avenue and running toward the rear property line 36' near the back patio, and install a partial fence across the rear in front of the shed for 23' and install a double gate measuring 7' wide to the planter; and re-install a section of 4' wood shadowbox fencing in between the neighboring home, and his home. The motion was approved by unanimous vote.

B. *Modification to Approved Certificate of Appropriateness:*

1. *214 Jefferson Avenue: Doug and Ann Easton – Original Certificate of Appropriateness issued on 5/18/2021 – modification to construct a screened-in porch instead of a sunroom on the rear of a single-family dwelling unit.*

Katie Nunez briefly read through the staff report highlighting that the previously approved sunroom would be a screened-in porch.

Ann Easton, applicant, stated that they just changed their minds and instead of a cement foundation the porch base would be poured piers.

Kathy Glaser asked if there were any plans in the future to close-in the porch, no.

Michael Strub wanted to know how the screen was being installed. Ann Easton answered the screen would be placed on the outside of the white pickets.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Modification to a Certificate of Appropriateness approved on May 18, 2021 at 214 Jefferson Avenue on an application filed by Doug and Ann Easton, to construct a screened-in porch instead of a sunroom on the rear of the single-family dwelling unit as presented. The motion was approved by unanimous vote.

2. *618 Randolph Avenue: Jeff and Katie Palmore – Original Certificate of Appropriateness issued on 5/18/2021 – modification to revise the renovations to the front porch and back porch; and to revise the design of the fence.*

Katie Nunez read the staff report and informed the board Jeff Palmore, applicant, was available by telephone to answer any questions. Mr. Palmore was called.

Katie Nunez read Board Member David Howgill's comments into the record.

Discussions and questions were as follows: (i) Martin Mayer would like another material to be used instead of vinyl for the railing. (ii) Kathy Glaser asked if the azek flooring would be put directly on the poured concrete, yes, but plywood needed to be installed between the flooring and concrete. and (iii) Kathy Glaser thought changing the material of the front steps changed the character of the home. She thought the step material could be replaced with the same or a like material. Jeff Palmore did not think the material in question was original. Kathy Glaser informed him there were many homes on Randolph that have brick or concrete steps and added that she thought that when replacing in the historic district it was supposed to be with like for like material. Michael Strub agreed with Kathy Glaser. After briefly discussing with the applicant if changing the material was a possibility, Jeff Palmore agreed to use brick material for the front steps.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Modification to a Certificate of Appropriateness approved on May 18, 2021 at 618 Randolph Avenue on an application filed by Jeff and Katie Palmore, to revise the renovations to the front and back porches on the single-family dwelling unit with the condition that the front steps would be replaced with brick or concrete material; and to change the fence design as presented. The motion was approved by unanimous vote.

3. *501 Jefferson Avenue: Gary and Janie Hunter – Original Certificate of Appropriateness issued on 10/19/2021 – modification to reside entire house, add a window, and install an outdoor shower.*
Katie summarized the staff report.

Gary Hunter, applicant, explained they would like to replace the one smaller east side window with two double hung windows to get more natural light.

Martin Mayer asked if the windows were all going to match, yes. Kathy Glaser asked if the east side window was smaller than the others, yes.

Some discussion ensued on the shower.

Motion made by Martin Mayer, seconded by Michael Strub, to approve the application for the Modification to a Certificate of Appropriateness approved on October 19, 2021 at 501 Jefferson Avenue on an application filed by Gary and Janie Hunter, to reside the entire house with hardie siding, add one new vinyl double hung window on the north side and replace one window with two vinyl double hung windows on the east side of the single-family dwelling unit and to install an enclosed 4' x 4' (16 sq. ft.) outdoor shower on the rear deck as presented. The motion was approved by unanimous vote.

C. Certificate of Appropriateness for Minor Renovations:

1. *238 Monroe Avenue: Michelle Cross – to replace the existing shingle roof on the garage with a metal roof.*

Michelle Cross, applicant said the existing shingle roof on the garage needed to be replaced and the proposed metal roof would match the neighbor's garage.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 238 Monroe Avenue on an application filed by Michelle Cross, to replace the existing shingle roof on the garage with a metal roof as presented. The motion was approved by unanimous vote.

2. *409 Harbor Avenue: Thomas and Brigitte Giese – to replace the existing front porch wood flooring with azek porch flooring.*

Thomas Giese, applicant, said the existing porch flooring was rotting and it had been repainted in the past and they were proposing an azek material as they were getting older, and it would be easier to maintain. Mr. Giese added that the proposed flooring would be installed perpendicular to the house and that all elements such as the screening and structure, stairs, and railings would remain without change.

Motion made by Michael Strub, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 409 Harbor Avenue on an application filed by Thomas and Brigitte Giese, to replace the existing front porch wood flooring with polymer porch boards (TimberTech called Azek Porch) as presented. The motion was approved by majority vote with Michael Strub recusing himself.

3. *233 Mason Avenue: Matt Heilman – After the Fact Approval for sealing the roof on the commercial building.*

Katie Nunez read the staff report.

Herb Thom asked Matt Heilman if he understood that any future exterior changes needed to be reviewed by the Historic District Review Board, yes.

Motion made by Martin Mayer, seconded by Kathy Glaser, to approve the After the Fact Approval application for the Certificate of Appropriateness at 233 Mason Avenue on an application filed by

Matt Heilman, to seal a roof with for maintenance on the commercial building with the condition that future resealing only goes to the roof line. The motion was approved by unanimous vote.

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

1. *607 Pine Street: George and Nancy Proto – to install an outdoor shower.*

George Proto, applicant, described the proposed enclosed outdoor shower.

Motion made by Martin Mayer, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 607 Pine Street on an application filed by George and Nancy Proto, to construct an enclosed 8' x 4' (32 sq. ft.) outdoor shower on the northeast side of the garage as presented. The motion was approved by unanimous vote.

2. *220 Washington Avenue: Tom and Jacquie Heller – to install a 10' x 12' (120 sq. ft.) accessory structure) with an 8' x 10' (80 sq. ft.) overhang.*

Jacquie Heller, applicant, described the proposed shed and metal overhang.

Kathy Glaser asked if the overhang would have a slope, no, mostly flat.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 220 Washington Avenue on an application filed by Tom and Jacquie Heller, to install a 10' x 12' (120 sq. ft.) accessory structure (shed) with an 8' x 10' (80 sq. ft.) overhang on the rear southeast corner of the property as presented. The motion was approved by unanimous vote.

3. *212 Randolph Avenue: Walter Frisch – to replace the windows and siding; and to lift and replace the foundation on the single-family dwelling unit.*

Walter Frisch, applicant, explained the proposed project and added that the foundation would be lifted to grade and then replaced.

Discussion and questions were as follows: (i) Herb Thom asked what the window dimensions would be. Walter Frisch said the replacement windows would be made to match the existing window. Herb Thom added that the board liked a minimum 1-3/4" windowsill and 3-1/2" trim, that was agreeable as the homeowner would like to keep the historic features of the home. The windows would be 1/1 with no grills. (ii) Kathy Glaser asked if the foundation would be brick veneer, no whole brick. and (iii) Martin Mayer asked about the plans for the porch. He was reminded that the porch was not part of this application.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 212 Randolph Avenue on an application filed by Walter Frisch, dba Frisch Construction, on behalf of Doug and Amy Dodson, to replace the existing vinyl siding with hardieplank siding, to replace the existing replacement windows with Anderson 400 Series construction windows, and to lift the house and install a new raised foundation as presented with the added conditions that (1) the windows would be 1/1 with no grills, have a minimum 1-3/4" sill and 3-1/2" trim; and (2) the exterior of the foundation would be solid brick. The motion was approved by unanimous vote.

4. *210 and 212 Strawberry Street: Quinton Callahan and Karen Silveira – to replace the front and back doors, install patios, sheds, and outdoor showers; and to repair rear steps and install handrailing on the duplex.*

Katie Nunez read the staff report.

Quinton Callahan, applicant, said that most of the work was not visible from the street as it was in the backyard.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 210 Strawberry Street on an application filed by Quinton Callahan and Karen Silveira, to replace the front and back doors and to install the following (1) a 14.15' x 14.49' (205.03 sq. ft.) brick paver patio, (2) an 8' x 8' (64 sq. ft.) accessory structure (shed) with a pergola, (3) an enclosed 4' x 4' (16 sq. ft.) outdoor shower and (4) a vinyl fence along the property boundary line and between 210 and 212 Strawberry Street with a gate as presented. The motion was approved by unanimous vote.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 212 Strawberry Street on an application filed by Quinton Callahan and Karen Silveira, to replace the front and back doors and to install the following (1) a 18.74' x 15.07' (282.4 sq. ft.) brick paver patio, (2) an 8' x 8' (64 sq. ft.) accessory structure (shed) with a pergola, (3) an enclosed 4' x 4' (16 sq. ft.) outdoor shower and (4) a vinyl fence along the property boundary line and between 210 and 212 Strawberry Street with a gate as presented. The motion was approved by unanimous vote.

E. *Commercial-3 District:*

There were no applications filed.

F. *Other:*

1. *425 Mason Avenue: Jon Dempster, dba Deadrise Holdings, LLC – Certificate of Appropriateness to install a projecting sign.*

Katie Nunez said the proposed polyvinyl chloride (PVC) sign followed all zoning requirements.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 425 Mason Avenue on an application filed by Jon Dempster, dba Deadrise Holdings, LLC, to install a 3' x 5' (15 sq. ft.) projecting polyvinyl chloride (PVC) sign advertising the commercial establishment as a restaurant that would hang from the pergola as presented. The motion was approved by unanimous vote.

2. *10A Peach Street: Amanda Curry, dba LFG Investments, LLC – Certificate of Appropriateness to install a projecting sign.*

Katie Nunez said the proposed sign followed all zoning requirements.

Amanda Curry, applicant, described the stainless-steel sign and explained the proposed location. Herb Thom asked if the sign was lighted, no, but the building had lights.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 10A Peach Street on an application filed by Amanda Curry, dba LFG Investments, LLC, to install a 3' x 2.55' (7.5 sq. ft.) projecting powder coated stainless steel sign advertising the commercial establishment as a restaurant that would hang from the commercial building as presented. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Katie Nunez updated the board on (i) Administrative Approvals as follows: (1) 645 Mason Avenue – repair frame and replace door on East side of house; and (2) 10 Randolph Avenue – outdoor wooden bar structure in the backyard

ANNOUNCEMENTS:

There were no announcements.

Motion made by Martin Mayer, seconded by Michael Strub, to adjourn the June 22, 2022 Historic District Review Board Regular Meeting at 6:35 p.m. The motion was approved by unanimous vote.

Chairman Herb Thom

Planning Technician

June 22, 2022 Historic District Review Board
Submitted Comments by Board Member David Howgill

From: David Howgill <dhowgill@huckworthy.com>

Sent: Tuesday, June 21, 2022 6:26 AM

To: Tracy Outten <tracy.outten@capecharles.org>; Herb Thom <herbertathom39@gmail.com>; Herb Thom <herbthom.hdrb@capecharles.org>

Cc: Katie Nunez <knunez@capecharles.org>

Subject: RE: Historic District Review Board June 21, 2022 Regular Meeting

As communicated previously, unfortunately I can't join today. However, I have reviewed the packet and my comments/questions/observations on each are as follows below:

New Business

A. FENCE INSTALLATION:

(1) 614 Randolph Avenue: Elizabeth Wright – Certificate of Appropriateness to replace the existing 4' wooden picket side fence and 6' privacy fence with a semi-privacy vinyl fence

I have no objections to this and would vote for approval

Curiosity question. The wooden fence is at end of life, but usually PVC doesn't look great after 20 years either – although less paint maintenance during the lifespan. What factors led the homeowner to discard the use of wooden fencing vs plastic? (Answer does not impact my vote, which is Approval)

(2) 10 Randolph Avenue: Clayton Newman – After the Fact Approval for a Certificate of Appropriateness to install a rear and side fence

Were the owners unaware that approval was needed, or did they purely hope to avoid asking?

Fence itself seems in keeping and in compliance, plus credit should be given for removing the non-conforming non-approved fence in a timely fashion. Thank you, cooperation makes the town better for everyone.

If a motion is tabled, I vote to approve with the provision that the new fence is constructed exactly to the submission and with the required setbacks.

B. MODIFICATION TO APPROVED Certificate of Appropriateness:

1. 214 Jefferson Avenue: Doug & Ann Easton – Modification to an approved Certificate of Appropriateness issued on 5/18/2022 – to construct a screened-in porch instead of a sunroom
Vote to Approve. This is as much in keeping as the prior, if not more so. No questions or objections.

2. 618 Randolph Avenue: Jeff & Katie Palmore – Modification to an approved Certificate of Appropriateness issued on 5/18/2021 – to revise the renovations to the front porch and back porch; and to revise the design for the fence

If the front porch slab has already sunk and cracked, surely it will need to be repaired/rectified prior to installation of the Azek to provide a stable uniform platform – so if being rectified why not to the original brick or concrete?

Fence is ugly, but in not out of order as far as I can see. Curiosity, will it be painted?

I have no objections to the other modifications, and if the above question is answered to the satisfaction of the rest of the board, then I have no objection to approval to the modification as a whole (or with exception to the steps, as noted – I leave that to my colleagues to decide)

3. 501 Jefferson Avenue: Gary & Janie Hunter – Modification to an approved Certificate of Appropriateness issued on 10/19/202 – to reside the entire house, add a window, and install an outdoor shower

No objections to the changes and I would vote to approve.

Of note is that this would give a variance to Guidelines, as there is one new window and an enlargement/replacement of the downstairs one.

My reasoning is that the addition of the window on the North face is an obvious improvement to the house and has no impediment to the character of the house from the front public facing side – therefore I find it sufficiently in keeping and also of value to both the home and the homeowner.

The replacement of the 1st floor side window is also effectively in keeping with the rest of the building and poses no new impediment in my opinion.

The shower on the deck I have no objection to, it's also effectively shielded from the Plum St side and not out of keeping.

C. RENOVATION, MINOR:

1. 238 Monroe Avenue: Michelle Cross – Certificate of Appropriateness to replace the existing shingle roof on the garage with a metal roof

No objection, would vote to approve.

2. 409 Harbor Avenue: Thomas & Brigitte Giese – Certificate of Appropriateness to replace the existing front porch wood flooring with azek porch flooring

No objection and would vote to approve with the caveat/proviso that the new Azek boards are laid in the same direction as the originals (which they probably will be anyway, but the proviso to the approval ensures continuity without any additional cost or changes for the homeowner)

3. 233 Mason Avenue: Matt Heilman – After the Fact Approval for a Certificate of Appropriateness for sealing the roof on the commercial building

No objection, would vote to approve without changes. This is in keeping and by having gone beyond lowest specification they have helped future preservation.

D. RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:

1. 607 Pine Street: George & Nancy Proto – Certificate of Appropriateness to install an outdoor shower
- No objection. Question, will they remove the current shower fitting from the side of building?

2. 220 Washington Avenue: Tom & Jacquie Heller – Certificate of Appropriateness to install a 10' x 12' (120 sq. ft.) accessory structure with an 8' x 10' overhang

Question: Any reason for half shingle and half metal? All metal would seem better and more in keeping, but I have no objection to the application and approval thereof.

3. 212 Randolph Avenue: Walter Frisch - Certificate of Appropriateness to replace the windows and siding; and to lift and replace foundation

Approve fully. Foundation work is a cornerstone of maintaining the historic district and should usually be prioritized, as in this case. The windows are in keeping with other houses in the district, as is Hardie Plank.

4. 210 & 212 Strawberry Street: Quinton Callahan & Karen Silveira – PreApplication/Certificate of Appropriateness to replace the front and back door, install patios, sheds, and showers, repair rear steps & install handrail

Clearly designed more with rent in mind; but no material or guideline objection and therefore would approve.

E. COMMERCIAL-3 DISTRICT: None

F. OTHER:

1. 425 Mason Avenue: John Dempster dba Deadrise Holdings, LLC – Certificate of Appropriateness to install a projecting sign

Approved, looks good and matches the other updates to the building.

2. 10A Peach Street: Amanda Curry dba LFG Investments, LLC – Certificate of Appropriateness to install a projecting sign

Approved and look forward to them opening as a welcome addition to the town.

Many thanks and look forward to seeing you all again soon!

David Howgill

President

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