



## **HISTORIC DISTRICT REVIEW BOARD**

**Regular Meeting  
Cape Charles Civic Center  
August 16, 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, David Howgill, and Michael Strub. Martin Mayer arrived after roll call. Also, in attendance were Planning/Zoning Administrator Katie Nunez, Town Clerk Libby Hume, and the applicants. There was one member of the public in attendance and 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.

### **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.**

**Motion made by David Howgill, seconded by Kathy Glaser, to approve the Historic District Review Board Regular Meeting minutes from February 15, 2022, March 15, 2022, April 19, 2022, May 17, 2022, and June 21, 2022 as submitted. 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 fence applications to be reviewed.

#### **B. *Modification to Approved Certificate of Appropriateness:***

There were no modification applications to be reviewed.

#### **C. *Certificate of Appropriateness for Minor Renovations:***

##### **1. *217 Jefferson Avenue: David and Patricia Cobb – to replace the existing front porch wood flooring with Trex Composite Decking.***

David Cobb, applicant, explained that the neighbor was giving him their old Trex Composite Decking to replace his front porch wood flooring.

Much discussion ensued how the decking layout should be facing whether it should be perpendicular as existing or needed to be laid parallel to be consistent with other porches within the historic district. David Cobb stated that the porch had always been perpendicular. Katie Nunez added that if this applicant had been replacing the front porch with wood this application would have been approved administratively.

**Motion made by David Howgill, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 217 Jefferson Avenue on an application filed by David and Patricia Cobb, to replace the existing front porch wood flooring as with Trex Composite Decking as submitted with the existing perpendicular layout because of the undue hardship relative to the substructure**

replacement which the applicants had not intended on doing, and that this house had the existing layout prior to the Cape Charles Historic District and the Cape Charles Historic District Guidelines. The motion was approved by unanimous vote.

2. *325-B Mason Avenue: William A. and Ann Hayward Walker – to install two awnings as: (1) over the second-story balcony; and (2) over the side entrance door to the second-floor apartments.*

Ann Hayward Walker, applicant, would like to install a retractable awning on the rooftop deck and a fixed awning over the side door located in the alleyway that was the entrance to the second-floor apartments.

**Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 325-B Mason Avenue on an application filed by William A. and Ann Hayward Walker, to install two awnings as follows: (1) a retractable one on the second-story balcony; and (2) over the side entrance door to the second-floor apartments as submitted. The motion was approved by unanimous vote.**

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

1. *504 Bay Avenue: John Lockwood, III – to install an enclosed outdoor shower.*

Katie Nunez read staff report describing the proposed enclosed outdoor shower.

**Motion made by Martin Mayer, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 504 Bay Avenue on an application filed by John Lockwood, III, to construct an enclosed 7.4' x 5.12' (37.9 sq. ft.) outdoor shower on the northeast side of the house as submitted. The motion was approved by unanimous vote.**

2. *633 Randolph Avenue: Joseph and Erika Banks – to replace the front and back doors and to replace a side window with a door.*

Joseph Banks, applicant, described the proposed front and back doors. Mr. Banks add that replacing the side window on the porch with a door was for to have the convenience to enter directly into the living room.

After some discussion on whether altering the window size to fit a door would change the look of the house and would be appropriate, it was concluded that it would not since the existing window height was quite taller.

**Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 633 Randolph Avenue on an application filed by Joseph and Erika Banks, to replace the front and back doors with wooden 4-lite over single panel doors; and to remove porch side window and replace it with a wooden 4-lite over single panel door as presented. The motion was approved by unanimous vote.**

3. *211 Madison Avenue: Michele and Nathan Davidson – to construct an 833 square feet side addition, 197 square feet rear deck, and a wheelchair ramp on an existing two-story single-family dwelling unit; to construct a new two-story 648 square feet garage with an Accessory Dwelling Unit with a 10' x 24' (240 square feet) overhang; and to replace the existing rear 4' wire fencing with a 4' vinyl picket fence.*

Michelle Davidson, applicant, explained the proposed project and added that the improvements would help make the home more accessible for her wheelchair bound son.

**Motion made by Michael Strub, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 211 Madison Avenue on an application filed by Michele and Nathan Davidson, to construct an 833 square feet side addition, 197 square feet rear deck, and a wheelchair ramp on an existing two-story single-family dwelling unit; to construct a new two-story 648 square**

feet garage with an Accessory Dwelling Unit with a 10' x 24' (240 square feet) overhang; and to replace the existing rear 4' wire fencing with a 4' vinyl picket fence as requested. The motion was approved by unanimous vote.

4. *1 Fig Street: LJ Kellam Construction – to restore or replace the windows and doors; replace the garage door with windows; modify an existing opening; and remove and replace the metal roofing.* Katie Nunez read the staff report.

Gerrie West, architect, explained the project in depth as follows: (i) The Mission Revival style solid brick building exterior would remain unchanged. (ii) All existing fixed and operable street-facing windows would be replaced with new narrow-frame windows matching the existing profiles and configurations. (iii) The metal fall-guards on the existing second-floor windows would be cleaned, refinished, and reinstalled at their original location. (iv) The original lower brick wall on the east elevation that was removed to accommodate a door would be restored using salvaged brick from the existing interior walls, this includes providing new window glazing to match the original design of the other openings. (v) The existing non-original overhead door, (garage door), would be replaced with a pair of framed glass entry doors with fixed glass panels on each side of the doors. A transom with a simple divided lite pattern would be in the adjacent opening. (vi) The non-original entry doors would be replaced with framed glass entry doors. (vii) The original small opening between the main building and the small angled one-story wing would be infilled with panels of back-painted spandrel glass to create needed interior space. (viii) The metal roofing on the one-story wings on each end of the building would be removed and replaced. (ix) The decorative roof and coping tiles would be repaired or replaced as needed. and (x) The bulge in the rear of the building would be repaired.

**Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 1 Fig Street on an application filed by Luke Kellam, dba LJ Kellam Construction, on behalf of Penelope and Derrick Kinsey, dba Liquor Distillation Society, LLC to do the following (1) remove and replace all existing street-facing windows with new narrow frame windows that will match existing profiles and configurations; (2) clean, refinish, and reinstall the metal fall-guards on the existing second-floor windows at their original locations; (3) restore/rebuild the original lower brick wall on the east elevation using salvaged brick from the existing interior walls and provide new window glazing to match the original design; (4) replace the existing non-original overhead door with a pair of framed glass entry doors with fixed glass panels on each side and a custom transom to match the existing ones; (5) replace the non-original entry doors; (6) infill the existing open bay between the main building and the small one-story with panels of back-painted spandrel glass; (7) remove and replace metal roofing; (8) repair or replace decorative roof and coping tiles; and (9) repair the bulge in the rear of the building as submitted with the condition that all issues raised under the Staff Analysis section of the Staff Report to obtain zoning compliance be addressed. The motion was approved by unanimous vote.**

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

- F. *Other:*  
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) 211 Monroe Avenue – replace front porch roof and back roof with same material, CCZO Section 8.17 (B); and (ii) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None; (iii) Status Report on Consultant's Work on Design Guidelines: September 2, 2022 – Next scheduled Draft of the

Design Guidelines scheduled. She was working on finalizing a date for the Public Forum the week of September 5<sup>th</sup> to present, review, and solicit public comment on the document.

**ANNOUNCEMENTS:**

There were no announcements.

**Hearing no objection, Chairman Herb Thom adjourned the August 16, 2022 Historic District Review Board Regular Meeting at 6:08 p.m.**

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Chairman Herb Thom

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Planning Technician