



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
September 20, 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, Martin Mayer, and Michael Strub. 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 ten 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:

Laura Weigand, owner of Drizzles and co-owner of Local-ISH Art

Ms. Weigand wrote a letter of support for the mural on the side of the Palace Theatre. (Please see attached.)

There were no additional public comments to be heard.

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.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

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

1. *213 Madison Avenue: All About Your Homes, LLC dba Josh Alvarado – to replace the existing wood fence with a vinyl fence.*

Tracy Outten read the staff report.

Joshua Alvarado, applicant, explained that the 4' fence and two access gates would be a polyvinyl material.

Kathy Glaser asked if any of the existing wooden fence would be retained, no.

Motion made by David Howgill, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 213 Madison Avenue on an application filed by All About Your Homes, LLC dba Josh Alvarado, to replace the existing wooden picket fence with a 4' tall polyvinyl fence that will be installed on the rear of the property and along the rear sides of the house, and two access gates will be located approximately 36" on either side of the property lines as submitted in the application dated August 2, 2022. The motion was approved by unanimous vote.

B. *Modification to Approved Certificate of Appropriateness:*

There were no modification applications to be reviewed.

C. *Certificate of Appropriateness for Minor Renovations:*

1. *133 Mason Avenue: Gingernut, LLC dba Colleen Kelley and Gene Kelly – to replace the windows and doors and add an awning over a handicapped accessible door on a commercial building.*
Tracy Outten summarized the staff report.

Martin Mayer asked if the board needed to approve the roof replacement, no that was approved administratively.

Discussion and questions were as follows: (i) Colleen Kelley, applicant, was asked the width of the door and answered that she was unsure but, it would be handicapped accessible. (ii) David Howgill stated that the metal awning was mismatched as a material choice and asked what other awning materials were being used on Main Street. He added that the handicapped door being blocked by dining tables and chairs was problematic. Colleen Kelley understood his comments and the table and chairs would be moved. Ms. Kelley explained that metal was chosen due to the location of the building it does not have shelter from the wind and they would prefer not to have keep replacing a fabric awning. and (iii) Michael Strub had reservations about the awning based on the current guidelines and the material not being a common choice on Mason Avenue. He added that the proposed size of the awning would cover most of this corner of the building. Kathy Glaser agreed and was not in support of the proposed awning.

After some discussion, the board decided to separate the various elements of the application and take individual votes.

Discussion and questions on the window replacement choices as follows: (i) Colleen Kelley explained that the only windows being replaced were the bottom portion which were 1/1. David Howgill requested clarity on the window choices that were being proposed. The applicant clarified that the quotes were for four different types of windows. The HDRB agreed that the Marvin Window options line-item numbers 3 and 4 that were clad on the outside and wood on the inside would be acceptable.

The replacement for the side handicapped accessible door and the front mahogany door being proposed were both okay.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 133 Mason Avenue on an application filed by Gingernut, LLC dba Colleen Kelley and Gene Kelly, to replace: (1) the existing front door with a replica of the original door made of mahogany; (2) the bottom front windows with Marvin Windows selected from Quote Number: YWK2SK1 either Line Item Number 3 with Nailing Flange or Line Item Number 4 Replacement Style both options are 1/1 clad on the outside and wood on the inside; and (3) the existing metal side handicapped accessible door with a fiberglass handicapped accessible door. The metal awning would be tabled until next month to allow for a site visit to review the location and also more information was needed on the size and proposed material. The motion was approved by unanimous vote.

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

1. *305 Mason Avenue: Clelia and John Sheppard – to install two awnings to the side of a commercial building and an After the Fact Certificate of Appropriateness for installation of a mural.*
Tracy Outten read staff report describing the proposed awnings and the mural that had been installed without approval.

David Howgill asked if all of Strawberry Street would have awnings installed, yes. Martin Mayer thought the awning were consistent with the guidelines. Kathy Glaser asked if the board could

comment on the words on the awning. Katie Nunez answered yes, add that as a condition to the approval in the motion.

The mural was made up of removable panels and nothing had been painted on the brick. Martin Mayer thought if temporary and not disfiguring the building the mural would be okay. He added that it could be viewed as signage or art. Some discussion ensued on the content of the mural.

Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 305 Mason Avenue on an application filed by Clelia and John Sheppard, to install two rounded vintage awnings 4' x 6' on the Strawberry Street side of the Palace Theatre building with the condition that any signage placed on the awnings must be approved by the Zoning Administrator. The already installed 16' x 10' four segment panel mural can remain if it can be removed without causing damage to the brick building and the another of the same footprint/size can be reinstalled in the future (a rotating mural). The motion was approved by unanimous vote. The HDRB noted that the content of the mural was not under their purview.

2. *203 Mason Avenue Unit 3 and 4: Roselynn, LLC dba Richard Chaney and Theresa Siejack– to construct a second-story balcony across the entire façade of a commercial building.*
The applicants wanted to reschedule this application review for the November meeting. (Please see attached email.)

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) 419 and 421 Tazewell Avenue – replace back porch roof with same material, CCZO Section 8.17 (B); (2) 515 Jefferson Avenue – replace architectural shingle roof same material, CCZO Section 8.17 (B); (3) 535 Jefferson Avenue – shed after the fact approval; CCZO Section 8.17 (H) 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 8, 2022 – Public Forum Session; September 29, 2022 at 6:30 p.m. – Joint meeting with Town Council, Planning Commission, HDRB, and Commonwealth Preservation Group to discuss the draft Guidelines and review all comments; and consultants will be given the entire month of October to finalize guidelines.

ANNOUNCEMENTS:

There were no announcements.

Hearing no objection, Chairman Herb Thom adjourned the September 20, 2022 Historic District Review Board Regular Meeting at 6:08 p.m.

Chairman Herb Thom

Planning Technician

Historic District Review Board September 20, 2022
Public Comments & Applicant Comments

Laura Weigand, Owner of Drizzles and Co-Owner Local-ISH

From: [Laura Weigand](#)
To: [Tracy Outten](#); [Katie Nunez](#)
Subject: HRB Meeting comments for 9/20
Date: Monday, September 19, 2022 1:10:36 PM

Hello:

My name is Laura Weigand, owner of Drizzles and co-owner of Local-ISH Art. Both of my business are located on Strawberry Street. As it has historically been known that it is difficult to get foot traffic to come down Strawberry Street from the main shopping experience on Mason. Lemon Tree Gallery has provided a huge asset by constructing the awning along side their building on Strawberry with the mural underneath. It has driven much needed pedestrian traffic along Strawberry Street.

I am in favor of allowing the awnings and mural to remain.

Thank you for considering our small businesses.

Sincerely,
Laura Weigand
626.213.4303

Theresa R. Siejack and Richard Chaney dba Rose Lynn LLC

From: Theresa Siejack <theresa-ski@att.net>
Sent: Tuesday, September 20, 2022 1:15 PM
To: Tracy Outten
Cc: Rick Chaney
Subject: Board Review for 203 mason Ave Balcony addition

Tracy, please postpone the review for 203 Mason Ave Balcony request scheduled for this evening at 5PM 20 Sep 2022. We have been unsuccessful in finding a contractor to assist/build this project to date. We are planning to travel to Cape Charles in mid October to search for a builder and believe it is in our best interest to accomplish this prior to a board review. Would like to reschedule for the Nov. 2022 meeting if possible. Please let me know that you have received this email, thanks so much for all your help.

Theresa R Siejack
Richard Chaney
dba Rose Lynn LLC