



## HISTORIC DISTRICT REVIEW BOARD

Regular Meeting  
Cape Charles Civic Center  
October 18, 2022  
5:00 p.m.

At 5:00 p.m., Vice-Chairman Martin Mayer, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Martin Mayer, present were Kathy Glaser and Michael Strub. Herb Thom and David Howgill were not in attendance. 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 six viewers on Facebook Live.

Martin Mayer 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.

### **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:**

- A. 1. *133 Mason Avenue: Gingernut, LLC dba Colleen Kelley and Gene Kelly –Certificate of Appropriateness to install an awning over a handicapped accessible door on the commercial building.*

Tracy Outten reminded the board that the awning was a remaining item from the September meeting.

Colleen Kelley, applicant, said that the Watson's Hardware building has a metal awning. She just wanted to know what the board needed her to do to make the awning more cohesive. Ms. Kelley was trying to keep it simple.

Michael Strub did not think the door was visible.

Kathy Glaser thought the awning looked to modern and should not be silver. Colleen Kelley was open to paint and add some design element to the awning, adding that she would do what the HDRB deemed acceptable.

**Motion made by Michael Strub, 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 install an awning over the side handicapped door that would be painted and have a design element. The motion was approved by unanimous vote.**

### **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. *551 Tazewell Avenue: Brian and Katerina Stafford – to replace the existing front porch wood flooring with Azek composite decking.*

Tracy Outten summarized the staff report.

Brian and Katerina Stafford, applicants, explained that the existing wood porch flooring was rotting and it had been repaired before but, continuing to do so was a lot of work, that was why the new composite material was being proposed.

**Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 551 Tazewell Avenue on an application filed by Brian and Katerina Stafford, to replace the existing wrap-around porch flooring with Azek Tongue and Groove Composite Decking Boards as stated in the application dated 9/1/22. The motion was approved by unanimous vote.**

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

1. *204 Washington Avenue: Spencer Custis – to install a 12' x 16' (192 square feet) accessory structure on the rear of the property.*

Tracy Outten read the staff report and Katie Nunez clarified why the shed needed to be relocated to this property.

Spencer Custis, applicant, was available via telephone to answer questions.

**Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 204 Washington Avenue on an application filed by Spencer Custis, to install a 12' x 16' (192 square feet) accessory structure (shed) on the rear of the property as stated in the application dated 9/1/2022. The motion was approved by unanimous vote.**

2. *606 Washington Avenue: Robert "Lewis" and Lindsay Cassada – to install an 8' x 10' (80 square feet) accessory structure on the rear of the property.*

Tracy Outten summarized the staff report.

Lindsay Cassada, applicant, participated by telephone and said that the shed would be painted to match the house.

**Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 606 Washington Avenue on an application filed by Robert 'Lewis' and Lindsay Cassada, to install an 8' x 10' (80 square feet) accessory structure (shed) on the rear of the property as stated in the application dated 9/12/2022. The motion was approved by unanimous vote.**

3. *542 Monroe Avenue: Peacock Cottage, LLC dba Claudine Pierce – to modify the sides and rear of the home.*

Tracy Outten read the staff report.

Claudine Pierce from Peacock Cottage, LLC, applicant representative, added the following explanation to the proposed side and rear exterior modifications: (i) There were two accessory structures blocking the view of where back of the home so, proposed changes would not be seen. (ii) A door was being added to the back of the house. (iii) The casement windows were being replaced with double hung windows including matching the trim profile with azek trim.

Michael Strub was concerned that since this home was one-hundred and two years old and has been kept in great shape would these extensive changes be visible from the street; no.

**Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 542 Monroe Avenue on an application filed by Peacock Cottage, LLC dba Claudine Pierce, to renovate the side and rear exterior of the single-family home as follows: (1) East Side: (A) Relocate the kitchen window 24" towards the rear of the house and patch siding as required. (B) Remove the existing replacement door and deck and replace door with new double hung window with trim to match original; patch siding as required. (2) South Side: (A) Replace four newer casement windows with three double hung windows, re-trim windows with PVC to match original profile. (B) Relocate existing kitchen door to the mudroom to allow entry from the rear. (C) Construct stoops/steps of pressure treated lumber and railings. (3) West Side: (A) Replace two mudroom windows with new double hung windows of same size. (B) Replace first floor bedroom windows with new double hung windows of same size; as stated in the application dated 8/2/2022. The motion was approved by unanimous vote.**

4. *221 Tazewell Avenue: Peacock Cottage, LLC dba Claudine Pierce – to construct a new one-story rear addition to the rear of the home.*

Tracy Outten gave a summary of the staff report.

Claudine Pierce from Peacock Cottage, LLC, applicant representative, added the following explanation to the proposed exterior modifications: (i) The existing doors and windows would remain the same. (ii) The roof would be the same asphalt shingles as the existing roof. and (iii) The columns would be placed on the outside of the structure so, it would appear that an existing porch had been closed in.

**Motion made by Michael Strub, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 221 Tazewell Avenue on an application filed by Peacock Cottage, LLC dba Claudine Pierce, to remove the existing rear deck and construct a new one-story 25.17' x 13.5' (339.8 square feet) rear addition on the north side of the two-story single-family home as stated in the application dated 9/5/2022. The motion was approved by unanimous vote.**

5. *607 Jefferson Avenue: JB Design & Remodeling dba Zachary Smith – to construct a new 1,720 square feet two-story home, 10' x 10' (100 square feet) accessory structure, and an outdoor shower.*  
Tracy Outten read the staff report.

Zachary Smith, applicant representative, said the proposed home would be a cottage style and reviewed the materials with the board.

**Motion made by Michael Strub, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 607 Jefferson Avenue on an application filed by JB Design & Remodeling dba Zachary Smith, to construct a new 1,720 square feet two-story single-family home with a 270 square feet front porch, 10' x 10' (100 square feet) accessory structure (shed), and outdoor shower as stated in the application dated 9/2/2022. 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) 238 Tazewell Avenue – replace roof with same material, CCZO Section 8.17 (B); (2) 216 Washington Avenue – move

existing shed from on the lot, CCZO Section 8.17 (I); and (ii) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None; (iii) Status Report on Consultant's Work on Design Guidelines: Commonwealth Preservation Group have the entire month of October to finalize guidelines and deliver final version to Town by Monday, November 14, 2022. Anticipated Public Hearing Schedule to consider Article VIII – Historic District Overlay zoning text amendments as follows: Planning Commission public hearing to be held on Tuesday, December 6 and Town Council Public Hearing and possible adoption may be held on December 15, 2022.

**ANNOUNCEMENTS:**

There were no announcements.

**Motion made by Kathy Glaser, seconded by Michael Strub, to adjourn the October 18, 2022 Historic District Review Board Regular Meeting at 5:45 p.m.**

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Vice-Chairman Martin Mayer

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Planning Technician