



HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
November 15, 2022
5:00 p.m.**

At 5:07 p.m. (late start due to a power outage issues throughout the Town), 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, David Howgill, and Michael Strub. Herb Thom was not in attendance. Also, in attendance were Planning/Zoning Administrator Katie Nunez, Planning Technician Tracy Outten, Town Clerk Libby Hume, and the applicants. There were no members of the public in attendance.

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:

There was no unfinished business to discuss.

NEW BUSINESS:

A. Certificate of Appropriateness to Install a Fence:

1. *535 Monroe Avenue: Laura Dove – to install a fence in the side and rear yard.*

Tracy Outten read the staff report.

Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 535 Monroe Avenue on an application filed by Laura Dove, to install a 4' tall vinyl dog ear picket fence with New England Classic post caps on the rear and side of the property with 3' gates on each side and one 5' double gate on the rear left side as stated in the application dated 9/27/22. The motion was approved by unanimous vote.

B. Modification to Approved Certificate of Appropriateness:

1. *520 Randolph Avenue: Kathleen and Todd Glaser – to modify previously approved modification for dormer siding material.*

Tracy Outten read the staff report.

Kathy Glaser stepped down from the dais and recused herself from voting as a member of the board since she was the applicant. She protested having to pay an additional fee and the process for modifying the previously approved application. Ms. Glaser thought that coming to this meeting and getting board approval was not warranted. She then explained all previous dormer modifications and the current proposed modification.

Michael Strub said that the staff would address any fee concerns.

Motion made by David Howgill, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 520 Randolph Avenue on an application filed by Kathy and Todd

Glaser, to modify the dormer siding material and design from Polymer Half-Round Shingles to Hardie Board Square Staggard Edge Shingles as stated in the application dated 9/26/22. The motion was approved by majority vote with Kathy Glaser recusing herself.

C. Certificate of Appropriateness for Minor Renovations:

1. *107 Mason Avenue: Nancey T. Rooney – to repaint stucco, add signs, and replace the awning with one with a sign to the front of the commercial building.*

Tracy Outten summarized the staff report.

Nancy Rooney, applicant, explained the following: (1) the new awning would be a waterproof material made by Soltis Proof 502 and would have a design on it to advertise the art studio; (2) only proposing to repaint the stucco not any unpainted masonry; and (3) the ceramic tiles were 6" x 7" and only decorative not signage. The staff and board members informed the applicant of the process and requirements for obtaining a sign permit.

Board discussion and questions were as follows: (i) Martin Mayer asked if any additional details on the sign were provided, no. and (ii) Michael Strub believed that when this building was an Alcoholic Beverage Control (ABC) store the windows were different. Katie Nunez stated for the record that the applicant nor her mother who owned this property since the mid-1990's had not changed the windows.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 107 Mason Avenue on an application filed by Nancy T. Rooney, to repaint the existing stucco, hang 6" x 7" tiles with a design under the outdoor lights, and to replace the existing awning with a new fabric awning with a sign as stated in the application with a letter dated 8/4/22. The motion was approved by unanimous vote.

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

1. *632 Madison Avenue: Laura Weigand and Michele Molina – to install a 14' x 24' (336 square feet) accessory structure (shed) on the rear of the property.*

Tracy Outten read the staff report.

Laura Weigand, applicant, added that the accessory structure would be on a foundation.

Motion made by David Howgill, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 632 Madison Avenue on an application filed by Laura Weigand and Michele Molina, to install a 14' x 24' (336 square feet) accessory structure (shed) on the rear of the property as stated in the application dated 10/18/2022. The motion was approved by unanimous vote.

2. *506 Nectarine Street: Thomas Austin – to install an 8' x 10' (80 square feet) accessory structure (shed) on the rear of the property.*

Tracy Outten summarized the staff report.

Thomas Austin, applicant, had nothing to add but was available for questioning.

Motion made by Kathy Glaser, seconded by David Howgill, 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. *615 Tazewell Avenue: David Howgill – to replace windows and doors on the two-story home.*
Tracy Outten read the staff report.

David Howgill stepped down from the dais and recused himself from voting as a member of the board since he was the applicant. He elaborated on the condition of the windows, adding that most of them would not properly shut and had to be nailed down, and the new windows were to be composite with the correct sill depth. Mr. Howgill stated that the door replacement was urgent and a safety issue. He would have replaced it with the same design but that was no longer available so, the proposal was for the top half of the door to be glass and the bottom half to be two panels. New shutters were only for the rear of the home.

The board appreciated the graphics included in the application.

Motion made by Michael Strub, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 615 Tazewell Avenue on an application filed by David Howgill, to replace the existing vinyl and aluminum windows with Renewal by Anderson Fibrex one over one (1/1), and to replace the front and back doors on the two-story single-family home as stated in the application dated 11/2/2022. The motion was approved by majority vote with David Howgill recusing himself.

4. *424 Randolph Avenue: Mark Guevarra – to renovate an existing two-story home including reconstructing the front porch and adding a back porch; removing one chimney; other items adding a patio with a walkway to the front and side driveway.*
Tracy Outten gave a summary of the staff report.

Mark Guevarra, applicant, explained the renovations as follows: (i) The chimney that was being removed was located on the back of the house, could not be seen from the street, and had significant damage. (ii) The siding would be 6” cedar plank with a 5” reveal. (iii) pine window trim; (iv) The original tin metal roof cannot be replicated or replaced so, that was why he has proposed architectural shingles. The board wanted to know if the roof was salvageable. Mr. Guevarra said there were some gaps and some wood strips underneath the tin metal roof could be. He continued that some approval to do an emergency fix was done administratively to attain liability insurance. and (v) The proposed concrete driveway was new and would help with a town wide parking issue if approved by the Virginia Department of Transportation. David Howgill read the guidelines for driveway materials which included scored concrete or aggregated.

Discussion and questions were as follows: (i) Michael Strub was glad this home was finally being renovated. (ii) In response to some questions from the board about the windows, the applicant confirmed that nine sashes and four original windows would be retained, and all windows would be two over two (2/2). and (iii) The applicant would be using the original pillars for the porch as they were available.

Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for the Certificate of Appropriateness 424 Randolph Avenue on an application filed by Mark Guevarra, to renovate the existing two-story single-family home which includes reconstructing the front porch, adding a back porch; removing one chimney; adding a patio with a walkway to the front; and a driveway as stated in the application dated 10/3/2022 with the condition that the driveway material be aggregated. The motion was approved by unanimous vote.

5. *538 Monroe Avenue: Claudine Pierce dba Peacock Cottage, LLC – to construct a new one-and-a-half story accessory structure (garage) with a porch and 80’ vinyl fence along the alley.*
Tracy Outten read the staff report.

Claudine Pierce, applicant representative, reiterated the application and staff report elements.

The board said that the new structure honored the integrity of the existing home without mimicking it and added that the addition followed the guidelines.

Motion made by David Howgill, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 538 Monroe Avenue on an application filed by Claudine Pierce dba Peacock Cottage, LLC, to construct a new one-and-a-half story (390 square feet) accessory structure (garage) with a 6’ x 24’ side porch (144 square feet), and to install a 6’ high vinyl privacy fence along the alley as stated in the application dated 9/19/2022. The motion was approved by unanimous vote.

6. *205 Madison Avenue: Claudine Pierce dba Peacock Cottage, LLC – to construct a new rear screened porch.*
Tracy Outten read the proposed project and materials from the staff report.

Claudine Pierce, applicant representative, said the existing small rear porch on the home as being not original to the home. She was proposing to incorporate the existing rear porch into the house and then construct a new rear screened-in porch with full height columns and beams that would match the front of the house. Ms. Pierce added that the proposed material for the steps was wood.

Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 205 Madison Avenue on an application filed by Claudine Pierce dba Peacock Cottage, LLC, to construct a new 358 square feet screened-in porch addition on the rear (north) of the two-story single-family home as stated in the application letter dated 11/1/2022 with the conditions that all zoning requirements are met. The motion was approved by unanimous vote.

7. *627 Jefferson Avenue: Charlene D. Riley – to re-roof and re-side an existing single-family dwelling.*
Tracy Outten read the staff report and added that the applicant has already purchased the proposed vinyl siding.

The applicant was not present for questioning.

After some discussion by the board about the thickness of the proposed vinyl siding not being what would be recommended, they decided that since there was not a specific requirement on the thickness of vinyl siding in the guidelines, 0.042” was okay.

Motion made by David Howgill, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 627 Jefferson Avenue on an application filed by Charlene D. Riley, to re-roof and re-side the one-story single-family home with asphalt shingles and Certainteed Mainstreet Double 5” Dutch Lap 0.042” thick Woodgrain siding as stated in the application dated 10/31/2022. 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) 630 Tazewell Avenue – six-month extension for approved Certificate of Appropriateness; (ii) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None; and (iii) Status Report on Consultant’s Work on Design Guidelines: Commonwealth Preservation Group must deliver final version of guidelines 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.

The 2023 Historic District Review Board Complete Application Deadline dates and Regular Meeting dates were confirmed.

ANNOUNCEMENTS:

There were no announcements.

Motion made by David Howgill seconded by Michael Strub, to adjourn the November 15, 2022 Historic District Review Board Regular Meeting at 6:01 p.m.

Vice-Chairman Martin Mayer

Planning Technician