



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
January 17, 2023
5:00 p.m.

At approximately 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 David Howgill and Michael Strub. Kathy Glaser and Martin Mayer were not in attendance. Also, in attendance were Planning/Zoning Administrator Katie Nunez, Planning Technician Tracy Outten, Town Clerk Libby Hume, and the applicants. There was one member of the public in attendance and two 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.

CONSENT AGENDA:

Motion made by David Howgill, seconded by Michael Strub, 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:*

There were no applications filed.

B. *Modification to Approved Certificate of Appropriateness:*

There were no applications filed.

C. *Certificate of Appropriateness for Minor Renovations:*

There were no applications filed.

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

1. *214 Randolph Avenue: Meredith Cella dba Mr. Rogers Windows – to replace windows on the two-story home.*

Tracy Outten read the staff report.

Meredith Cella, applicant, explained that the homeowner would like to replace the interior casings on the front windows and the rest of the windows would be replaced from the outside. The windows would have vertical grilles.

Board discussion and questions as follows: (i) Herb Thom informed the applicant that the windowsill thickness needed to be at least 1-3/4". Ms. Cella indicated they would comply. and (ii) David Howgill asked if the top windows were being replaced, no.

Motion made by David Howgill, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 214 Randolph Avenue on an application filed by Meredith Cella dba Mr. Rogers

Windows, to replace twenty-two windows on the two-story single-family home with as stated in the application dated 12/10/2022 and with the condition that the sill thickness was 1-3/4". The motion was approved by unanimous vote.

2. *506 Jefferson Avenue: Joan Small dba 8th Hill Homes LLC – to replace the roof, doors, and windows; to cap the chimney; to repair the existing siding, porches including screens, incorporate the side porch into the house structure; and add fencing on rear of the property.*

Tracy Outten summarized the staff report.

Joan Small, applicant, was available by phone to clarify any details.

David Howgill thought the application was okay and understood the siding was siding was being replaced with like for like aluminum but that was not preferred; hardie plank would have been a better option.

Motion made by David Howgill, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 506 Jefferson Avenue on an application filed by Joan Small dba 8th Hill Homes, LLC, to renovate the exterior as follows: (1) Replace roof, doors, windows with new wood frames; (2) Repair and repaint existing siding, shutters, trim, and fascia; (3) Porches: Front – repair or replace existing materials including screening, Side: enclose 5' x 16' (80 square feet) and make part of living the house; and (4) Brick repoint as needed as stated in the application dated 12/4/2022. Also, included in the application: (1) Construct a new 16' x 25' (400 square feet) rear covered patio and 10' x 16' (160 square feet) accessory structure (shed); (2) Install 6, vinyl picket rear fence; and (3) Install front and side paver walkways. The motion was approved by unanimous vote.

3. *610 Madison Avenue: Philip and Katie Bowling – to construct a 12' x 12.5' (150 square feet) rear addition and a 16' x 16' (256 square feet) brick paver patio; and to extend the wood picket fence.*

Tracy Outten read the staff report.

Philip Bowling, applicant, confirmed the house was built in the 1920s.

After reviewing and discussing the addition, the board thought it appeared to differentiate from the historical structure per the guidelines.

Motion made by David Howgill, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 610 Madison Avenue on an application filed by Philip and Katie Bowling, to demolish the existing 11.75' x 14.3' rear deck and construct a 12' x 12.5' (150 square feet) rear addition on the one-story single-family home as stated in the application received 12/6/2022. Also, included in the application was a 16' x 16' (256 square feet) paver patio off the rear addition and realigning and extending the existing rear fence. The motion was approved by unanimous vote.

4. *624 Jefferson Avenue: Kerry Shackelford – to renovate an existing one-story home including constructing a rear addition and installing a 10' x 16' (200 square feet) accessory structure (shed).*

Tracy Outten gave a summary of the staff report.

Kerry Shackelford, applicant, informed the staff and board that there was an existing curb cut and concrete apron where a driveway had been in the past. He added that the roof would match the existing color, shape, style, and pitch; and the porch does not have a guardrail only a handrail.

Motion made by David Howgill, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness 624 Jefferson Avenue on an application filed by Kerry Shackelford, to renovate the existing two-story single-family home which includes replacing the windows, repairing the existing siding, repairing

or replacing the siding to match existing, replacing existing front porch vinyl columns with square wood columns and installing a metal handrail, repointing the foundation, constructing an 8' x 16' (112 square feet) one-story middle addition and a 16.15' x 16' (258.4 square feet) two-story rear addition that will have an 8' x 12' porch; and adding a driveway on the east side; and also, for constructing a 10' x 20' (200 square feet) accessory structure (shed) with an enclosed 10' x 10' section on CMU parged foundation, and an enclosed outdoor shower as stated in the application dated 12/5/2022. The motion was approved by unanimous vote.

5. *215 Tazewell Avenue: Francis X. Durkin – to renovate an existing two-story home including demolishing an existing 7' x 20' (140 square feet) rear addition and constructing a new detached 20' x 25' (500 square feet) two-story accessory dwelling unit (two car garage with living space above).*

Tracy Outten read the staff report.

Herb Thom said the stucco siding was an exposed aggregate and wood siding could be seen but it was not insulated. He wanted to know the condition of the existing wood siding and what was found during the initial exploration. Frank Durkin, applicant representative, answered that there was a layer of tar over the wood siding, and there were no right angles in the house because of the weight of the “stucco siding” which was confirmed today during the preliminary exploration.

Motion made by David Howgill, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 215 Tazewell Avenue on an application filed by Francis X. Durkin, to renovate the exterior of the two-story home as follows: replace the roof with architectural shingles; retain/repair/replace the upper-level scalloped wood siding; replace the existing stucco siding with James Hardie Lap siding; repoint/repair existing brick foundation as needed; reglaze/repair screen/ repaint existing windows; repair existing trim; and replace wood porch flooring to match existing and wooden Doric columns would remain; demolish the 7' x 10' (70 square feet) first-floor rear addition and constructing a new 10' x 20' (200 square feet) rear addition; and constructing a 20' x 25' (500 square feet) accessory structure (two-car garage with an accessory dwelling unit above) as stated in the application dated 12/2/2022. 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) Reroofing: (a) 537 Madison Avenue, (b) 218 Randolph Avenue, and (c) 231 Tazewell Avenue; (2) Repair: 9 Park Row; (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 has delivered final version of guidelines. Please note that no comments have been received from the state office of the Department of Historic Resources as of this date and some revisions may need to be made once their review has been completed. The Town Council adopted all revisions to Article VIII on December 15, 2022.

Katie Nunez informed the board that Ken Butta was no longer the Zoning Compliance Officer due to him being elected to serve on the Town Council. The new hire would be introduced next month.

ANNOUNCEMENTS:

There were no announcements.

Motion made by David Howgill seconded by Michael Strub, to adjourn the January 17, 2023 Historic District Review Board Regular Meeting at 5:47 p.m.

Chairman Herb Thom

Planning Technician