



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
March 21, 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 were two members of the public in attendance and three viewers on Facebook Live.

Herb Thom started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

CONSENT AGENDA:

A. *Election of Chairman, Vice-Chairman and Secretary.*

Hearing no objections, Chairman Herb Thom postponed the elections until all board members were in attendance.

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 and the Regular Meeting Minutes from August 16, 2022, September 20, 2022, and October 18, 2022 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. *524 and 526 Peach Street: Bill Tsapatsaris dba, Deja Blu, LLC – to install a wooden fence and gates on the side and rear of the property.*

Tracy Outten summarized the staff report.

Bill Tsapatsaris, the applicant, was unavailable by phone as we did try to call, and David Howgill stated for the record.

The board thought the application looked in order.

Motion made by David Howgill, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 524 and 526 Peach Street on an application filed by Bill Tsapatsaris dba, Deja Blu, LLC to install a wooden shiplap privacy fence 6 feet across the rear, a gated 4 feet fence on the north side of the yard, a gated 6 feet fence in the middle of the backyard to separate the units, and a 4 feet gate along the rear and south corner of the property per the Historic District Overlay Design Guidelines Section 9.2 (2) Fences & Freestanding Walls and as stated in the letter of intent dated 1/31/2023. The motion was approved by unanimous vote.

2. *113 Tazewell Avenue: Kimberly Abod – to replace the existing wooden picket fence with a vinyl picket fence on the middle boundary line.*

Tracy Outten read the staff report.

Claudine Pierce, the applicant's representative, could not be reached by phone to answer questions about the fence.

Board discussions and questions: (i) David Howgill said according to the new Historic District Overlay Design Guidelines clearly states that vinyl fencing was not allowed but, the adjacent property owners have vinyl fencing on the street facing side of the property therefore did not see anything wrong with allowing this. (ii) Michael Strub said visually only the bottom of the existing wooden fence was deteriorating. Herb Thom agreed and suggested scrapping the paint off, repairing, and repainting. They both viewed the existing fence from the alley and thought the pickets were in good condition.

Motion made by David Howgill, seconded by Michael Strub, to recommend that at 111 Tazewell Avenue the applicant Kimberly Abod, repair or restore the existing wooden picket fence per the Historic District Overlay Design Guidelines Section 7.2 Flowchart for Consideration of Historic Material Replacement: Can the existing feature/material be repaired? Yes, Retain Original Materials and Section 9.2 (2) Fences & Freestanding Walls. The motion was approved by unanimous vote.

B. *Modification to Approved Certificate of Appropriateness:*

1. *624 Jefferson Avenue: Kerry Shackelford dba, Ware Neck Properties – to replace the foundation and elevate the structure; replace the front porch and add railing; and install a fence on the North side of the property.*

Tracy Outten summarized the staff report.

Kerry Shackelford, the applicant, was available by phone and explained that this was not planned but once the renovations started, they discovered the foundation needed to be replaced therefore the porch would need to be replaced. He also wanted to add fencing on the north side.

The board members did not have any further discussion or questions.

Motion made by David Howgill, seconded by Michael Strub, to approve the application for the Modification to an Approved Certificate of Appropriateness at 624 Jefferson Avenue on an application filed by Kerry Shackelford dba, Ware Neck Properties, to replace the foundation and elevate the structure 16" which requires the front porch to be replaced on the two-story single-family detached home, and to install a wooden fence on the north side of the property per the Historic District Overlay Design Guidelines Section 5.3.2 Other Masonry Features – Foundations, Section 5.4.2 Porches, and Section 9.2 (2) Fences & Freestanding Walls and as stated in the application dated 2/6/2023. The motion was approved by unanimous vote.

C. *Certificate of Appropriateness for Minor Renovations:*

1. *600 Monroe Avenue: Paul Rugg – to install an ornamental black aluminum fence on the side and rear of the property; repoint missing grout on the exterior of the structure; and to repair the concrete chimney cap.*

Tracy Outten read the staff report.

Paul Rugg, the applicant, was available if clarification was needed on the fence details or placement, repointing of the missing grout, or the repairing of the concrete chimney cap.

David Howgill and Herb Thom liked the fence design. Michael Strub thought the ornamental black aluminum mimicked very well.

Motion made by David Howgill, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 600 Monroe Avenue on an application filed by Paul Rugg to remove the existing four feet wooden fence shared with the adjacent property owners and install a four feet ornamental black aluminum fence beginning at the back end of the wrap-around front porch, run along the Nectarine Street side, back yard and property line, and two gates as follows: (1) 5 feet wide onto an exit pathway from the house and (2) eight feet wide centered in the rear of the property per the Historic District Overlay Design Guidelines Section 9.2 (2) Fences & Freestanding Walls and as stated in the letter of intent dated 2/7/2023. The following was also approved: to repoint the missing grout on the exterior of the structure and to repair the concrete chimney cap per the Historic District Overlay Design Guidelines Section 4.3 Masonry – Exterior Walls, Foundations, & Chimneys. The motion was approved by unanimous vote.

2. *425 Randolph Avenue: Brad Jobmann represented by Claudine Pierce dba, Peacock Cottage, LLC – to replace the existing front wood door, screen door, transom, and sidelites with a new fiberglass door, new screen door, new glass for transom and sidelites on the single-family detached home.*
Tracy Outten read the staff report.

Claudine Pierce, the applicant, could not be reached by phone to answer questions about the condition of existing wood door, sidelites, and transom.

Board discussion as follows: (i) Michael Strub said the door should only be replaced if deemed unrepairable and there was not enough information provided for that determination. (ii) David Howgill thought it may be a hardship to get wood replacement door. and (iii) Herb Thom agreed with Michael Strub and referred to page 5.24 in the Cape Charles Historic District Overlay Guidelines where it does state only replace historic doors that cannot be repaired and avoid wholesale replacement.

Hearing no objection, Herb Thom deferred the application for the Certificate of Appropriateness at 425 Randolph Avenue on an application filed by Claudine Pierce dba, Peacock Cottage, LLC on behalf of owner Brad Jobmann, to replace the existing wood door, screen door, transom, and sidelites with a new fiberglass door, new screen door, new glass for the transom and sidelites on the single-family detached home until research on the definition of hardship and wholesale could be answered, and the applicant was available to give an explanation as to why wood was not being proposed as the replacement material for the door. The motion was approved by unanimous vote.

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

1. *223 Jefferson Avenue: Anne Stratton and Anthony Storey – to replace the existing vinyl siding with new ascend composite siding on the single-family detached home.*
Tracy Outten summarized the staff report.

Anne Stratton and Anthony Storey, the applicants, explained that the new siding was better than the original vinyl that was currently on the home.

Board discussion and questions as follows: (i) Herb Thom asked if the existing vinyl on the house was original, yes and it rubs off. and (ii) David Howgill wanted to know if the applicants had investigated underneath the vinyl siding, no.

Motion made by David Howgill, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 223 Jefferson Avenue on an application filed by Anne Stratton and Anthony Storey, to replace the existing vinyl siding with new ascend composite siding on the single-family detached home of the property per the Cape Charles Historic District Overlay Design Guidelines Section 7.4.1: Noncontributing Considerations – Is the Alternative Material Appropriate? Durability and Performance, and as stated in the application dated 1/30/2023. The motion was approved by unanimous vote.

2. *212 Randolph Avenue: Amy and Doug Dodson represented by M. Walter Frisch – to extend an expired Certificate of Appropriateness issued on 12/4/2020 to demolish and re-construct a rear addition on the single-family detached home.*

Tracy Outten read the staff report.

Bill Doughty, applicants' contractor, updated the board on the new porch dimensions 24' x 10' to comply with zoning and was available to answer questions. (Please see attached updated elevation.)

Kathy Glaser informed the contractor that the muntin needed to be on the outside of the glass per the guidelines. All board members agreed.

Motion made by David Howgill, seconded by Michael Strub, to approve the application for the Six-Month Extension on the Certificates of Appropriateness approved on 12/4/2020 and on 6/22/2022 at 212 Randolph Avenue on an application filed by M. Walter Frisch on behalf of owners Doug and Amy Dodson, as follows: (1) to demolish and reconstruct a rear addition, (2) remove the existing vinyl siding and replace with 7-1/4" Hardie Plank Cedarmill Lap siding with a 6" exposure, (3) replace the existing replacement windows with new Anderson 400 series construction windows, 1/1 no grills, 1-3/4" sill and 3-1/2" trim, and (4) lifting and install a new raised foundation on the two-story single-family detached home as stated in the application received 2/7/2023. The approval includes all previously designated conditions imposed by the Historic District Review Board and the new expiration date is 10/20/23. 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 pursuant Cape Charles Zoning Ordinance 8.17 (B): 407 Harbor Avenue – porch; (2) Repair: 227 Randolph Avenue; (3) Install/Addition: (a) 114 Fig Street, (b) 549 & 551 Monroe Avenue, and 723 Tazewell Avenue; and (ii) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None; and (iii) Six-Month Extension Certificate of Appropriateness Request to the Board for 426 & 428 Randolph Avenue.

Motion made by David Howgill, seconded by Michael Strub, to re-authorize the Certificate of Appropriateness for an approval period of six months expiring 10/20/2023 at 426 & 428 Randolph Avenue on an application filed by Edward L. Eichman, Jr., on behalf of owner Mary Sessoms Huff, based upon the application provided and approved at the May 19, 2021 meeting including all designated conditions imposed by the Historic District Review Board and now supplemented by the updated Building Drawings, email from Ms. Huff dated 3/2/2023, and the Letter of Intent from RBW Design Build dated 03/01/2023 which are fully incorporated as part of the original application packet. The motion was approved by unanimous vote.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Kathy Glaser seconded by David Howgill, to adjourn the March 21, 2023 Historic District Review Board Regular Meeting at 5:47 p.m.

Chairman Herb Thom

Planning Technician