



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
May 16, 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 Kathy Glaser and Michael Strub. David Howgill 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 five 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 objection, Chairman Herb Thom motioned to defer the elections until all board members were in attendance.

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.

Kathy Glaser pointed out that in the minutes of February 21, 2023 on page three, paragraph three the last sentence was incomplete and needed to be cleaned up.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the minutes from the November 15, 2023 Regular Meeting, January 17, 2023 Regular Meeting, March 21, 2023 Regular Meeting, and March 31, 2023 Special Meeting as presented, and the February 21, 2023 Regular Meeting as amended. 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. *616 Strawberry Street: Jessica and Perry Coburn – to install a vinyl fence around the property perimeter.*
Tracy Outten summarized the staff report and noted that the staff recommended denial as vinyl was not an approved material for fencing per the Historic District Overlay Design Guidelines Section 9.2 (d) (i).

Jessica Coburn, applicant, thought matching the existing neighboring vinyl fencing would be appropriate, be easier to maintain, and save money.

The board discussion and questions were as follows: Kathy Glaser suggested the applicant use another material that was appropriate for the district per the guidelines. She asked if composite would be agreeable. Ms. Coburn agreed to research composite fencing and send a picture to the planning and zoning department.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for a Certificate of Appropriateness as amended (during the meeting discussion on 5/16/2023) with the change of fencing material from vinyl to composite at 616 Strawberry Street on an application filed by Jessica and Perry Coburn to install a new a 3' tall composite fence around the perimeter of the single family residence per the Cape Charles Historic District Overlay Design Guidelines Section 9.2.2 – Fences & Freestanding Walls and per all zoning ordinance requirements with the condition that specifications will be provided to the planning and zoning department once a decision was made on the exact design. The motion was approved by unanimous vote.

2. *501 Randolph Avenue: Cape Charles Baptist Church, Trustees – to install a black aluminum 4' fence and gate on the southwest side of the property.*

Tracy Outten read the staff report including staff recommendation.

Senior Pastor Russell Goodrich confirmed that there would be a 6' screening fence around the air conditioning unit.

The board discussion and questions were as follows: The black metal material would look nice and was in keeping with the post office and other churches in the Town.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for a Certificate of Appropriateness at 501 Randolph Avenue on an application filed by William E. Manning, on behalf of the Cape Charles Baptist Church Trustees, to install a new a 4' tall black metal/aluminum fence on the southeast side of the church building and a 6' high screening fence around the air conditioning unit per the Cape Charles Historic District Overlay Design Guidelines Section 9.2 – Fences & Freestanding Walls; as stated in the application dated 3/23/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

- 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. *Tax Map #83A1-1-134 Madison Avenue: Tyler and Corinne Maulsby represented by QS, LLC – to construct a new 1,780 square feet two-story single-family residence; a patio; 6' wood fence; and a 4' x 4' outdoor shower.*

Tracy Outten read the full staff report. Katie Nunez explained the zoning clearance check list and added that this puts the property owner and contractor on notice as to what corrections need to be made regarding the site plan or any other zoning issues before submitting a building permit.

Sean Ingram, contractor and representative, was available to answer any questions or give more details.

The board discussion and questions were as follows: There were some questions about the use of vinyl windows and the proposed outdoor shower. Since these items were in the rear of the property, it was not under the board's purview.

(MOTION ON PAGE 3)

Motion made by Michael Strub, seconded by Kathy Glaser, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-1-134 (Monroe Avenue) on an application filed by QS, LLC on behalf owners Tyler and Corinne Maulsby, to construct a new 1, 780 square feet two-story single-family residence with a front porch, a rear patio, rear outdoor shower, and a 6' high wooden rear yard fence per the Cape Charles Historic District Overlay Design Guidelines Sections 5.3 – New Construction of Primary Buildings, 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), 9.2 – Fences & Freestanding Walls, and 9.4 – Appurtenances; as stated in the application dated 4/3/2023; and per all zoning ordinance requirements. 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 (1) Administrative Approvals as follows: (i) Reroofing: 223 Jefferson Avenue, 7 & 9 Plum Street; (ii) Repair: 629 Tazewell Avenue; (iii) Other: 606 Monroe Avenue, 541 Tazewell Avenue; (iv) Extensions: 622 Jefferson Avenue; (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: 220 Jefferson Avenue, 301 Madison Avenue, 6 Randolph Avenue, 416 Randolph Avenue; and (3) A policy for members to participate remotely that had been adopted by the Town Council.

ANNOUNCEMENTS:
There were no announcements.

Motion made by Michael Strub, seconded by Kathy Glaser, to adjourn the May 16, 2023 Historic District Review Board Regular Meeting at 5:48 p.m.

Chairman Herb Thom

Planning Technician