



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
June 20, 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 David Howgill. Martin Mayer and Michael Strub 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 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.

ANNUAL ELECTIONS:

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

Kathy Glaser accepted the nomination for Chairman to the Historic District Review Board.

Motion made by Herb Thom, seconded by David Howgill, to accept the nomination of Kathy Glaser for Chairman of the Cape Charles Historic District Review Board. The motion was approved by unanimous vote.

Herb Thom accepted the nomination for Vice- Chairman to the Historic District Review Board.

Motion made by David Howgill, seconded by Kathy Glaser, to accept the nomination of Herb Thom for Vice-Chairman of the Cape Charles Historic District Review Board. The motion was approved by unanimous vote.

Tracy Outten accepted the nomination for Secretary to the Historic District Review Board.

Motion made by Kathy Glaser, seconded by David Howgill, to accept the nomination of Tracy Outten for Secretary of the Cape Charles Historic District Review Board. The motion was approved by unanimous vote.

PUBLIC COMMENT:

There were no public comments to be heard.

CONSENT AGENDA:

Motion made by Kathy Glaser, seconded by David Howgill, to approve the agenda format as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

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:*

1. *214 Randolph Avenue: Leslie Baker represented by Mr. Rogers Windows – to replace the existing front steel door with a new fiberglass door.*

Tracy Outten gave the staff report.

Meredith Cella, the owner representative, thought the new door would be in keeping with the style of the neighborhood. There were no dimension changes.

The board discussion and questions were as follows: The board members said the proposed door was more accurate to the period of the house style.

Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for a Certificate of Appropriateness at 214 Randolph Avenue on an application filed by Meredith Cella dba Mr. Rogers Windows on behalf owner Leslie Baker, to replace the existing front steel door with a new fiberglass door on the single-family house as the door better represents the period of the house style per the Cape Charles Historic District Overlay Design Guidelines Page 3-11 – Victorian Styes (1835-1940); as stated in the application dated 4/26/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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

1. *610 and 612 Peach Street: Jimmie Darden dba Tribe Property Solutions, LLC – to install a new gable window to include a new section of siding; replace: existing front fiberglass doors with new fiberglass doors, existing asphalt shingle roof with new asphalt shingle roof on main structure and new metal roof on lower roof, existing wood porch flooring with composite boards, front porch railing with new vinyl railing, existing deck boards with composite board; and install a wood fence on the rear of the property.*

Tracy Outten gave the staff report.

Jimmie Darden, applicant, was available to answer questions via telephone. He said the siding would be kept the same, the porch needs to be painted, and the fiberglass doors were going to be the same material.

The board discussion and questions were as follows: (i) David Howgill confirmed that the porch floor would be composite. and (ii) Kathy Glaser informed the applicant that the shutters needed to be slightly larger to be operable as was required.

Motion made by David Howgill, seconded by Kathy Glaser, to approve the application for a Certificate of Appropriateness at 610 and 612 Peach Street on an application filed by Jimmie Darden dba Tribe Solutions LLC, to install a new gable window to include a new section of siding; replace: existing front fiberglass doors with new fiberglass doors, existing asphalt shingle roof with new asphalt shingle roof on main structure and new metal roof on lower roof, existing wood porch flooring with composite boards, front porch railing with new vinyl railing, existing deck boards with composite board; and install a wood fence on the rear of the property per the Cape Charles Historic District Overlay Design Guidelines Sections 4.1 – Routine Maintenance & Repairs, 5.7 – Noncontributing Primary Building Treatment, 9.2 – Fences & Freestanding Walls, and 9.4 – Appurtenances; as stated in the application dated 4/30/2023 and with the changes indicated by the applicant regarding the shutter size that would be emailed to the planning and zoning department by the applicant; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *224 Monroe Avenue: Westerhouse Holdings, LLC represented by Peacock Cottage, LLC – to replace: the existing front wood door with a new wood door, existing vinyl railing with wood railing, existing vinyl tiles on the front porch with new brick flooring, replace roof shingles; repair existing screens; remove existing vinyl shutters; repair/replicate existing wood fence and add gates; and reframe the low sloped later rear addition on the single-family residence.*

Tracy Outten read the staff report.

Claudine Pierce dba Peacock Cottage, LLC, applicant, would like to peel back the existing vinyl siding on the front of the house and restore the original wood siding if possible. She described the work being proposed to the rear of the home and added that the tree would remain. Ms. Pierce said the new windows would match what existed; the dormer windows would be retained as would the very unusual windows that go up and tilt out.

The board discussion and questions were as follows: There was no discussion.

Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for a Certificate of Appropriateness at 224 Monroe Avenue on an application filed by Claudine Pierce dba Peacock Cottage, LLC on behalf owner Westerhouse Holdings, LLC, to replace: the existing front wood door with a new wood door, existing vinyl railing with wood railing, existing vinyl tiles on the front porch with new brick flooring, replace the existing shingle roof; to repair the existing screens; to remove the existing vinyl shutters; to repair/replicate the existing wood fence and add gates; and to reframe the low sloped rear addition on the single-family residence per the Cape Charles Historic District Overlay Design Guidelines Sections 4.1 – Routine Maintenance & Repairs, 5.1 – Replacement Guidelines for Contributing Buildings, 6.1 – Accessory Structures Associated with Contributing Primary Buildings, and 9.2 – Fences & Freestanding Walls; as stated in the application dated 5/1/2023; 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*

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: 327 Mason Avenue; (ii) Repair: None; (iii) Other: 541 Monroe Avenue, 221 Tazewell Avenue, 218 Washington Avenue; (iv) Extensions: None; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

Other property updates were as follows: (i) 646 Tazewell Avenue: Herb Thom asked why the work was administratively approved when the railings were being removed and disposed of. Ms. Nunez explained that the applicant had applied for and was granted a Certificate of Appropriateness to replace the existing wood porch flooring with new wood flooring and replace the step handrail with like for like material and design. After some discussion, the planning and zoning staff would speak with the applicant to find out the work that was being completed and if necessary, the board would review the application if there were any proposed changes in the design of the porch railings. (ii) 426 and 428 Randolph Avenue: Kathy Glaser asked the progress and was informed that building permits have been issued. (iii) 600 Washington Avenue: lot lines were unvacated and all Certificates of Appropriateness were closed; (iv) 1 Fig Street: Owners were trying to secure professional services. and (v) David Howgill asked which dilapidated house would be next on the list and Ms. Nunez answered the one located on Mason Avenue.

ANNOUNCEMENTS:

There were no announcements.

Motion made by David Howgill, seconded by Kathy Glaser, to adjourn the June 20, 2023 Historic District Review Board Regular Meeting at 5:45 p.m.

Chairwoman Kathy Glaser

Planning Technician