



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
September 19, 2023
5:00 p.m.

At approximately 5:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Chairwoman Glaser, present were Patricia James, Martin Mayer, and Michael Strub. Herb Thom was not in attendance. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Town Clerk Libby Hume, and the applicants. There were three members of the public in attendance and eight viewers on Facebook Live.

After introducing and welcoming new Board Member Patricia James, Chairwoman Glaser 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 Member Strub, seconded by Member Mayer, to approve the agenda format as presented and the minutes from May 16, 2023 Historic District Review Board Regular Meeting, June 20, 2023 Historic District Review Board Regular Meeting, and July 18, 2023 Historic District Review Board Regular Meeting as written. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

A. AFTER the FACT APPROVAL:

- (1) *10A Peach Street: Lori Peters – replaced the existing 18-lite front wood doors with new 4-lite front wood doors on the commercial building.*

Ms. Outten reminded the board members this application was previously heard at the July 18, 2023 meeting but there was not a representative to answer questions. She continued by informing them the pictures in the staff report have been updated to reflect the most recent status.

Clive McIlrath, co-owner, was available to answer questions and explained the old door was replaced because the glass was being broken by patrons and that became a safety concern. Mr. McIlrath said the door height was decreased from 10 feet to eight feet and again thought this helped safety concerns. He constructed the doors himself and went for a rustic look.

Discussion and questions were as follows: (i) Chairwoman Glaser did not think the new doors looked historic in nature or fit in with the character of the building as they were different in size and detail, the trim work had been changed, and the glass was mirrored. (ii) Member Mayer thought the new door was a practical solution for all the owners' concerns. (iii) Member Strub noted that historically this street was known as automobile alley and the original doors may have been roll-up doors. (iv) Chairwoman Glaser said their needed to be trim work and details added to the new doors to improve them. Member James suggested adding a transom or window back to the top of the doors. Mr. McIlrath agreed to submit a door design that would have panels that match the adjacent door.

(MOTION ON PAGE 2)

Motion made by Member Strub, seconded by Chairwoman Glaser, to defer the application for the After the Fact Certificate of Appropriateness at 10A Peach Street on an application filed by Lori Peters, to replace the existing 18-lite/1 panel front door with a new front door on the commercial building until a revised design that better fits with the character and façade of the building to include adding trim work on the panels of the lower half of the door. The drawings need to be submitted to the Planning and Zoning office within seven to ten days to be circulated to the Historic District Review Board Members for approval or to be added to the October 2023 agenda. The motion was approved by unanimous vote.

NEW BUSINESS:

A. *Certificate of Appropriateness to Install a Fence:*

There were no applications filed.

B. *Modification to Approved Certificate of Appropriateness:*

- 1. *301 Mason Avenue: John and Clelia Sheppard – to add signage: (i) front of the balcony, and (ii) on the side of the commercial building; to add lighting to the front and side of the commercial building; and to eliminate fencing in front of the commercial building.***

Ms. Outten presented the staff report and noted that the modifications were listed. She informed the board that the signage could not be approved tonight as details were missing and an Application for Sign Permit was required.

Nick Lotuaco, Project Manager, confirmed the details in the application and staff report. Mr. Lotuaco said the report accurately depicted what was applied for. He did confirm that the railing pictured on the submitted drawing was being used.

The board discussion and questions were as follows: (i) Chairwoman Glaser asked if the red awning existing over the side entrance on Strawberry Street would remain as it looked like there could be an issuing placing a balcony under that window if it remained. Mr. Lotuaco answered yes it was a historic awning and would remain. He explained that the balconies were not for sitting on or placing a chair, more for aesthetics. (ii) Member Mayer asked what type of lighting design was being used. Mr. Lotuaco said it would comply with all Town Ordinances and the design would be a lantern type. and (iv) Mr. Lotuaco explained the decking material and construction.

Motion made by Member Mayer, seconded by Member Strub, to approve the following items on an application for the Modification to an Approved Certificate of Appropriateness at 301 Mason Avenue on an application filed by Clelia and John Sheppard dba Historic 301 Mason Avenue, (1) adding lantern designed lighting to the front and side of the commercial building; (2) eliminating the previously approved front fencing; and (3) changing the material for the decking per the Cape Charles Historic District Overlay Design Guidelines Sections 3.2 – Building Types, Forms, & Associated Architectural Styles and 5.13.2 – Building Element & Materials; as stated in the application dated 8/1/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

C. *Certificate of Appropriateness for Minor Renovations: AFTER the FACT APPROVAL*

There were no applications filed.

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

There were no applications filed.

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: 615 Randolph Avenue, 522A-C, 524A-C, 526A-C, and 528A-C Washington Avenue; 512 Tazewell Avenue (ii) Other: 409 Harbor Avenue; 505 Monroe Avenue; 408 Nectarine Street; 610 Pine Street, and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

(3) Request to the Board Kellogg Building at 1 Fig Street:

At the request of Vice-Chairman Thom, Ms. Nunez gave an update regarding the Kellogg Building Project.

B. *Historic District Review Board 2024 Meeting Dates and Application Deadline Schedule.*

Motion made by Chairwoman Glaser, seconded by Member Mayer, to accept the Historic District Review Board 2024 Meeting Dates and Application Deadline Schedule as presented. The motion was approved by unanimous vote.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Member Mayer, seconded by Chairman Glaser, to adjourn the September 19, 2023 Historic District Review Board Regular Meeting at 5:49 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator