



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
October 17, 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, Michael Strub, and Herb Thom. Martin Mayer 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 two members of the public in attendance and five viewers on Facebook Live.

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:

Member James pointed out that Vice-Chairman Thom was not in attendance therefore the motion for 10A Peach Street needed to be corrected.

Motion made by Member Strub, seconded by Vice-Chairman Thom, to approve the agenda format as presented and the minutes from September 19, 2023 Historic District Review Board Regular Meeting as amended on Page 2 for the 10A Peach Street motion removing the wording “majority vote with Vice-Chairman Thom recusing himself” and adding “unanimous vote”. 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:*

1. *538 Monroe Avenue: Samuel and Julia Jones – to modify fence material from vinyl to wood*

Ms. Outten presented the staff report and noted that the fencing material would comply with the new guidelines. She informed the board that the application included an administratively approved six-month extension for the Certificate of Appropriateness approved on November 16, 2022 for the construction of an accessory structure.

Sam Jones, the owner, was available to answer questions.

The board discussion and questions were as follows: (i) Member Strub did not feel the replacement fence was historic to the neighborhood and was concerned about the proposed height. Mr. Jones explained that this was a new wooden fence not a replacement fence nor was any plywood being used; adding that all zoning ordinances pertaining to the placement of a fence would be followed. Ms. Outten reaffirmed that this was new fencing and the proposed height complied with zoning.

(MOTION ON PAGE 2)

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for the Modification to an Approved Certificate of Appropriateness at 538 Monroe Avenue on an application filed by Samuel and Julia Jones to install a six-foot wooden privacy fence along the back and sides of the property per the Cape Charles Historic District Overlay Design Guidelines Sections 3.2 – Building Types, Forms, & Associated Architectural Styles and 9.2 – Fences & Freestanding Walls; as stated in the application dated 9/17/2023; and per all zoning ordinance requirements. A six-month extension for the previously approved Certificate of Appropriateness to construct an accessory structure was granted. The motion was approved by unanimous vote.

C. Certificate of Appropriateness for Minor Renovations:

- 1. 551 Tazewell Avenue: Brian and Katrina Stafford represented by Donald Appenzeller – to replace the existing asphalt shingle roof for a new asphalt shingle roof, and to replace the existing flashing and repair the chimney as needed.**

Ms. Outten read the staff report.

Brian Stafford, the owner, reiterated that the chimney stucco and flashing would be redone with same materials and colors.

Motion made by Member Strub, seconded by Vice-Chairman Thom, to approve the application for a Certificate of Appropriateness at 551 Tazewell Avenue on an application filed by Donald Appenzeller on behalf of Brian and Katrina Stafford to remove the existing asphalt shingles and replace with new asphalt shingles on the entire roof of the single-family home, and to replace the flashing and repair the stucco on the chimney per the Cape Charles Historic District Overlay Design Guidelines Sections 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.3.1 – Routine Maintenance & Repairs – Masonry – Other Masonry Features, and 5.3.2 – Other Masonry Features; as stated in the application dated 9/1/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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

- 1. 500 Monroe Avenue: John and Rachelle McLaughlin – to construct a 334 square feet rear addition to repair one chimney and remove one chimney; and to construct a new 550 square feet accessory structure.**

Ms. Outten presented the staff report in detail, adding that a revised survey omitting the driveway in the rear has been submitted.

John and Rachelle McLaughlin, the owners, explained that the chimney at the front of the house was used for the furnace but the back chimney was not being used and they would like to remove it.

The board discussion and questions were as follows for the chimneys: (i) Member Strub stated that the functionality of the chimney was not a reason for removal and thought it looked in relatively good condition. Mr. McLaughlin said it was over 100 years old and did not think it was in great shape. (ii) Vice-Chairman Thom read Section 5.3(1)(d) from the Cape Charles Historic District Overlay Design Guidelines and suggested replacing the stucco. and (iii) Mr. McLaughlin said if the chimney had to be retained, they would like to use brick veneer as proposed for the other chimney.

Motion made by Vice-Chairman Thom, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 500 Monroe Avenue on an application filed by John and Rachelle McLaughlin to repair both chimneys per the Cape Charles Historic District Overlay Design Guidelines Sections 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.3.1 – Routine Maintenance & Repairs – Masonry – Other Masonry Features, and 5.3.2 – Other Masonry Features; as agreed upon at the 10/17/2023 Historic District Review Board Regular Meeting; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

The board discussion and questions were as follows on the rear addition: (i) Mr. and Ms. McLaughlin explained that the existing sunroom would be removed and replaced with a small two-story addition. This would entail new windows and doors, and an existing door changing to a window. and (ii) Member James clarified that the addition was complementary to the existing building.

Motion made by Vice-Chairman Thom, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 500 Monroe Avenue on an application filed by John and Rachelle McLaughlin to construct a new rear addition per the Cape Charles Historic District Overlay Design Guidelines Sections 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.3.1 – Routine Maintenance & Repairs – Masonry – Other Masonry Features, 5.3.2 – Other Masonry Features, and Section 5.6 – New Additions to Contributing Buildings as stated in the application dated 9/4/2023, presented at the 10/17/2023 Historic District Review Board Regular Meeting; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

John McLaughlin amended the submitted application to have one 16' garage door instead of two garage doors.

Motion made by Member Strub, seconded by Member James, to approve the application for a Certificate of Appropriateness at 500 Monroe Avenue on an application filed by John and Rachelle McLaughlin to construct a new accessory structure per the Cape Charles Historic District Overlay Section 6.1 – New Accessory Structures Associated with Contributing Primary Buildings; as amended at the 10/17/2023 Historic District Review Board Regular Meeting by the applicant to have a single 16' garage door; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *Lots 169D and 172D on Plum Street (Tax Map #83A1-1-169D & 172D): Robert and Susan Heindel represented by William Doughty dba Village Builders on the Bay – to construct a new 2,026 square feet two-story single-family home with a 168 square feet front porch, 169 square feet rear patio, and 16 square feet rear outdoor shower.*

Ms. Outten read the staff report.

William “Bill” Doughty, applicant representative, was available in person, and Robert Heindel, the owner, participated via telephone to answer any questions.

Vice-Chairman Thom asked if the windows were per the guidelines. Mr. Doughty answered yes.

Motion made by Member Strub, seconded by Member James, to approve the application for a Certificate of Appropriateness at lots 169D and 172D on Plum Street (Tax Map #83A1-1-169D & 172D) on an application filed by William Doughty, RA for Village Builders on the Bay, Inc. on behalf of Robert and Susan Heindel to construct a new 1, 013 square feet two-story single-family residence, new 112 square feet accessory structure, and an outdoor shower per the Cape Charles Historic District Overlay Section 5.13 – New Construction Primary Buildings, Section 6.3 – New Accessory Structures/ADUs Associated with New Construction, Section 9.3 – Decks, Ramps, Patios, Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the application dated 7/31/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

Katie Nunez, Zoning Administrator, informed the applicant that a slight correction of the placement for the shed on the site plan needed to be made before zoning could be approved. Mr. Doughty and Mr. Heindel were aware, and corrections would be submitted.

3. *327 Madison Avenue – Jose and Diana Gonzalez dba Family Reunion on the Bay, LLC – to construct a new one-story single-family home with a 200 square feet front porch, 94.4 square feet rear deck, 300 square feet rear patio, and an outdoor shower.*

Katie Nunez gave the zoning review and informed all present that the square footage of the home needed to increase to at least 960 square feet for it to be in compliance with zoning.

Ms. Outten presented the staff report.

Diane Gonzalez stated that all the windows would be 6/6, and the square footage of the home would be increased to 1, 000 square feet. The site plan would be revised and re-submitted to the department.

Vice-Chairman Thom thought the design looked practical and functional.

Motion made by Member James, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 327 Madison Avenue on an application filed by Diana and Jose Gonzalez on behalf of Family Reunion on the Bay, LLC to construct a new one-story single-family residence, new 180 square feet accessory structure, 300 square feet rear patio, and an outdoor shower per the Cape Charles Historic District Overlay Section 5.13 – New Construction Primary Buildings, Section 6.3 – New Accessory Structures/ADUs Associated with New Construction, Section 9.1 – Hardscapes (Driveways, Walkways, & Other Pavings), Section 9.3 – Decks, Ramps, Patios, Section 9.4 – Appurtenances, and Section 9.5 - Landscaping; as stated in the application dated 9/5/2023; 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: 222 Monroe Avenue; (ii) Other: 133 Mason Avenue and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

B. *November Meeting Attendance Check.*

Ms. Outten reminded board members that the next meeting was on thanksgiving week at asked everyone to check their calendars and let her know if availability was an issue.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Vice-Chairman Thom, seconded by Member Strub, to adjourn the October 17, 2023 Historic District Review Board Regular Meeting at 6:02 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator