



HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
November 21, 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, Michael Strub, and Herb Thom. 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 five members of the public in attendance and twenty 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:

Ms. Nunez read all comments received in writing prior to the meeting from Ann Hayward Walker, Barbara Brown, William Pavlak and Joanne Montgomery, John and Gudrun Cordle, Andrea Roth and Rose Flaughter, Eric Feuillatte, Jack Forgosh, and Sheila Sheilds. (Please see attached.)

There were no other comments to be heard.

CONSENT AGENDA:

Motion made by Vice-Chairman Thom, seconded by Member Strub, to approve the agenda format as presented. The motion was approved by unanimous vote.

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the minutes as written the from October 17, 2023 Historic District Review Board Regular Meeting. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

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

Ms. Outten read the staff report giving the background of this application to refresh the board's memory. She handed out the sample molding that was submitted by the applicant.

Motion made by Member Strub, seconded by Vice-Chairman Thom, to approve the application for an After the Fact Certificate of Appropriateness at 10A Peach Street on an application filed by Lori Peters for replacing the existing 18-lite/1 panel wood front doors with new 4-lite/4 panel wood front doors on the commercial building per the Cape Charles Historic District Overlay Design Guidelines page 3-3 – General Description of Buildings - Openings, page 3-21 – General Description of Buildings – Commercial / Institutional / Civic, pages 4-14 to 4-15 – Openings & Associated Features – Windows, Doors, & Storefronts – Commercial Storefronts, pages 5-25 to 5-27 Openings & Associated Features – Windows, Doors, & Storefronts – Commercial Storefronts – 5.5.3 Commercial Storefronts; revised design as submitted at the November 21, 2023 Historic District Review Board Meeting; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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

Ms. Outten read the staff report.

Motion made by Member Strub, seconded by Vice-Chairman Thom, to approve the application for a Certificate of Appropriateness at 301 Mason Avenue on an application filed by John and Clelia Sheppard dba Historic 301 Mason Avenue LLC to install a 2' x 8' sign on the front of the balcony and to attach a 2'2" x 3' hanging sign to the side (Strawberry Street) of the commercial building per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles: Italiante (1835-1905), as stated in the application dated 10/5/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

NEW BUSINESS:

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

1. *114 Pine Street: Barrett Cree and Gerry Forbes – to extend an expired COA to install vinyl picket fencing on the property.*

Ms. Outten read the staff report that had been provided in the agenda packet.

Barrett Cree, the applicant, asked the board after discussion what was their decision for his application. Chairwoman Glaser answered the board had not discussed the application prior to the meeting.

Chairwoman Glaser asked Barrett Cree why an extension was not requested sooner. Mr. Cree answered he was unaware of the process. Chairwoman Glaser did not think ignorance of process was an excuse.

Barrett Cree started his presentation by explaining that though work has been consistent on the house renovation project, they had to overcome some obstacles; and he believes a neighbor complained about the project and that was the reason for this meeting. Mr. Cree continued by giving a history of the project based on his memory, adding that no changes have been made nor, has there been any deviation from the approved Certificate of Appropriateness for the house renovation project but, he was simply before the board because someone did not like his project and wanted to cause him difficulties and pain in the most obvious way. He added that this was just a singular negative opinion of one resident in the neighborhood which was offset by the numerous letters of support received from other residents (Letters were read during the Public Comment portion of the meeting.). Mr. Cree read the terms of the approved Certificate of Appropriateness and stated that the project was never abandoned and therefore does not believe any terms were violated. He expressed that the house renovations have been consistently moving forward the past two years.

Ms. Nunez informed the board that a complaint was received, and a violation was issued pertaining to an accessory structure located in the front yard at this property. After which it was then discovered that the fence Certificate of Appropriateness had expired, and Mr. Cree was informed. Ms. Nunez met with Mr. Cree and Gerry Forbes to discuss the options regarding the fence installation. Two options were discussed: (1) apply for an extension on the expired certificate and/or (2) apply for a new fence application and explain why vinyl material was being asked for even though it was not an appropriate fencing type per the Historic District Overlay Design Guidelines just in case the extension was denied. Mr. Cree decided to apply for the extension.

The board discussion and questions were as follows: (i) Vice-Chairman Thom felt that Mr. Cree's comments about his neighbor were not necessary; and added that he knew the history of the project. He thought Mr. Cree had done a good job with renovating the house. (ii) Member Mayer stated that this Certificate of Appropriateness for the fence had expired sixteen months ago. He asked how an extension could be granted on an expired certificate. Ms. Nunez answered that the board has the authority to grant

an extension due to the fact the fencing material was inappropriate. Member Mayer reiterated that this Certificate of Appropriateness has expired. (iii) Vice-Chairman Thom asked if the fence installation had started. Mr. Cree answered summer of 2023 after certificate had expired some posts on the back have been installed. Chairwoman Glaser thought the project had been abandoned since no work had been done for over a year when speaking of the fence. Mr. Cree disagreed and gave the reason of the neighbors putting water on his property. (iv) Vice-Chairman Thom asked if an extension was granted did the applicant understand that it was only for six-months; yes. (v) Member Mayer questioned if the installation would really happen if the extension was granted. He reminded the board that the certificate was approved in 2021 and no work was done. Vice-Chairman Thom said that other properties in town may have similar circumstances like 1 Fig Street. Ms. Nunez rebutted that statement and stated that that project complied with its certificate. (vi) Member Strub said that if approved for an extension the board would be approving vinyl which was no longer appropriate so, this fence would be grandfathered in because of the old certificate. He then asked what material, if approved, would be used. Mr. Cree answered vinyl as it has been purchased. and (vii) Member James did not think an extension should be granted on an expired Certificate of Appropriateness.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve a six-month extension to a previously approved and expired Certificate of Appropriateness at 114 Pine Street on an application filed by Barrett Cree and Gerry Forbes, to install a 3' tall vinyl vertical panel fence in the front and side yards and a 6' vertical panel privacy fence in the rear yard on the property as presented. The motion was denied by majority vote. Roll call vote: Herb Thom, yes; Michael Strub, yes; Kathy Glaser, no; Patricia James, no; Martin Mayer, no.

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. *607 Randolph Avenue: Steve Chapman dba Virginia Sell Now 2023, LLC – to replace: the existing asphalt shingle roof with a new asphalt shingle roof, aluminum siding with Hardie Plank siding with, rear door, five side windows, porch railings; to repair: front porch, decorative trim features, other exterior trim; and repoint brick on the single-family dwelling unit.*

Ms. Outten called the applicant and presented the staff report in detail.

Steve Chapman, the owner/applicant, participated via telephone to answer any questions.

The board discussion and questions were as follows: (i) Member Strub confirmed that the front door will be repaired and restored. Mr. Chapman said yes and explained that the back door was being replaced to let more lighting into the house. (ii) Chairwoman Glaser asked if the house had all aluminum siding; yes and proposing to use Hardie. She was confused by what was written on the application. (iii) Vice-Chairman Thom informed the applicant that the new windows would need to comply with the minimum standards in the guidelines for the sills and trim on page 5-14 and the muntins should be 3D with internal spacer bars between the glass to achieve a simulated divided light as detailed on page 5-21. Mr. Chapman agreed to follow the guidelines for the windows. (iv) Member James asked if the iron railing on the steps was original to the house. Mr. Chapman answered no, and added the proposed design was the same type of design as the neighbors. She wanted to know if the back door would be full glass, yes to bring more light into the back of the house. (v) Vice-Chairman Thom asked if the wrought iron fence was historic to the house. Mr. Chapman did not think so. Ms. Outten informed the board that the fence was not on the application. Mr.

Chapman confirmed that it was not moving, and (vi) Member Mayer confirmed that the decorative trim would remain in place after being repaired. Mr. Chapman said that was correct.

Motion made by Member Strub, seconded by Vice-Chairman Thom, to approve the application for a Certificate of Appropriateness at 607 Randolph Avenue on an application filed by Steve Chapman dba Virginia Sell Now 2023, LLC to replace the existing: asphalt shingle roof with a new asphalt shingle roof, the rear metal door with a wood and metal full lite glass door, aluminum siding with Hardie Plank siding, and five 2/2 vinyl windows with five like 2/2 windows; to repair the existing: front porch decorative trim and railings, other exterior trim; and to repoint the masonry not including the chimney on the two-story single-family residence per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.3 – Routine Maintenance & Repairs – Masonry – Exterior Walls, Foundations, & Chimneys, Section 5.2 – Roofs, Section 5.4.1 – Wood Siding & Trim, Section 5.4.2 – Porches, Section 5.5.1 – Windows, 5.5.2 – Doors, and Section 7.2 – Flowchart for Consideration of Historic Material Replacement; as stated in the application dated 9/26/2023 and with the condition that the windows have a minimum sill thickness of 1-1/2” and a minimum trim of 3-1/2; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *520 Monroe Avenue: Gia Owens – to replace windows, rear door; to repair roof, siding, front door, front porch flooring, steps; to construct an extension to the rear deck and install an outdoor shower on the single-family dwelling unit.*

Ms. Outten read the staff report.

Gia Owens, the owner/applicant, was available to answer any questions.

Vice-Chairman Thom asked if the applicant was aware that the siding was asbestos and added that abatement would need to be done. Ms. Nunez said Ms. Owens would get direction from Jeb Brady, Code Official, on the requirements.

Vice-Chairman Thom informed the applicant that the new windows would need to comply with the minimum standards in the guidelines for the sills and trim on page 5-14 and the muntins should be 3D with internal spacer bars between the glass to achieve a simulated divided light as detailed on page 5-21. Ms. Owens agreed to follow the guidelines for the windows.

Motion made by Chairwoman Glaser, seconded by Member James, to approve the application for a Certificate of Appropriateness at 520 Monroe Avenue on an application filed by Gia Owens to repair the existing: roof shingles as needed, existing front door, and front porch; to replace existing: shingle siding with new shingle siding where needed; the rear wood door with a steel door, 17 3/1 wood windows with 3/1 vinyl double hung windows; rear wood deck with expanding composite board deck, and existing brick steps with same if needed; repoint the masonry and add a chimney cap on the two-story single-family residence, and install a rear outdoor shower per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.1 – General Guidance Related to Routine Maintenance & In-Kind Repairs, Section 4.2 – Roofs, Section 4.3 – Routine Maintenance & Repairs – Masonry – Exterior Walls, Foundations, & Chimneys, Section 4.5 – Openings & Associated Features – Windows & Doors, Section 5.3.2 – Other Masonry Features – Chimneys, Section 5.4.2 – Porches, Section 5.5.1 – Windows, 5.5.2 – Doors, Section 7.2 – Flowchart for Consideration of Historic Material Replacement, Section 9.3 – Decks, Ramps, Patios, and Section 9.4 – Appurtenances; as stated in the application dated 9/29/2023 and with the condition that the windows have a minimum sill thickness of 1-1/2” and a minimum trim of 3-1/2; per all zoning ordinance requirements. The motion was approved by unanimous vote.

3. *517 and 519 Randolph Avenue – Andrew McCoy dba MLT Enterprises LLC represented by Robert Bridges dba RBW Design Build – to construct a new two-story rear addition; replace: roof, doors, windows, steps, siding, front porch parts, trim; and remove chimney on the duplex.*

Ms. Outten presented the staff report, (Front windows were 1/1 and some rear windows were 2/2) and added that a new site plan was submitted to the department for the rear addition and was under review for zoning compliance, but the board could still review and decide on the application tonight.

Chairwoman Glaser said the Staff Report and Application stated 2/2 windows, but they were 1/1. Staff would look more closely at existing photographs provided in the application packet and make corrections as needed.

Robert Bridges, applicant representative, was present to answer any questions.

The board discussion and questions were as follows: (i) Vice-Chairman Thom asked which chimney was proposed to be removed as there were two chimneys. Mr. Bridges was unsure. Chairwoman Glaser did not think the engineering letter was sufficient for the review of the chimneys and it did not provide support to remove the chimney. and (ii) Member Mayer confirmed that the front porch railing would be removed and replaced with TimberTech railing, and the siding would be removed and replaced. He asked what LP SmartSide was. Mr. Bridges answered it was a composite wood product that was more durable and easier to work with than Hardie Plank siding and added it has a fifty-year warranty.

Chairwoman Glaser did inform the members of the board that she assisted Andrew McCoy, the applicant, with the application by answering questions to help him complete it to get it finished.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 517 and 519 Randolph Avenue on an application filed by Andrew McCoy dba MLT Enterprises LLC, to construct a new two-story rear addition on the duplex and to replace the existing: roof, doors, windows, steps, siding, front porch parts, and house trim per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.1 – General Guidance Related to Routine Maintenance & In-Kind Repairs, Section 4.2 – Roofs, Section 4.3 – Routine Maintenance & Repairs – Masonry – Exterior Walls, Foundations, & Chimneys, Section 4.5 – Openings & Associated Features – Windows & Doors, Section 5.4 – Woodwork – Exterior Walls, Decorative Trim, & Porches, Section 5.5.1 – Windows, 5.5.2 – Doors, Section 5.6 – New Additions to Contributing Buildings, Section 7.2 – Flowchart for Consideration of Historic Material Replacement, and Section 9.3 – Decks, Ramps, Patios, Section 9.4 – Appurtenances; as stated in the application dated 10/1/2023 and with the condition that the windows have a minimum sill thickness of 1-1/2” and a minimum trim of 3-1/2”; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

Discussion ensued on how to proceed with the chimneys. Mr. Bridges said the plan was to remove both chimneys from the inside but agreed to retain the outside by repointing or rebuilding or replacing them with a different material. He agreed to submit documentation to the board if necessary, determining as to whether the chimneys needed to be removed and replaced.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve repairing the two chimneys not removing the chimneys at 517 and 519 Randolph Avenue. The applicant must submit a sufficient letter and pictures from a structural engineer before proceeding to remove and replacing or rebuilding any chimneys per Cape Charles Historic District Overlay Design Guidelines Section 4.3 – Routine Maintenance & Repairs – Masonry – Exterior Walls, Foundations, & Chimneys and Section 5.3.2 – Other Masonry Features – Chimneys, 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: 332 Randolph Avenue; 541 Randolph Avenue; 304 Tazewell Avenue (ii) Other: 114 Fig Street; 206 Monroe Avenue 213 Monroe Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

Ms. Nunez informed the board that an application to relocate a house would be reviewed in December and urged them to look at the Historic District Overlay Design Guidelines.

ANNOUNCEMENTS:

There were no announcements.

Hearing no objection, Chairwoman Glaser adjourned the November 21, 2023 Historic District Review Board Regular Meeting at 6:26 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator

**November 21, 2023 Historic District Review Board Regular Meeting
Comments Submitted in Writing**

Ann Hayward Walker, 306 Bay Avenue

RE: COA Extension at 114 Pine Street, Cape Charles, VA 23310

Dear Ms. Katie Nunez and Board Members,

Thank you for this opportunity to comment on the above extension request for the original Certificate of Appropriateness for the fence at 114 Pine St. As a resident of Cape Charles neighbor, who drives past the property almost daily, I am strongly in favor of approving this extension for a vinyl fence, which was previously approved and used in many Cape Charles homes. While I understand the original Certificate of Appropriateness expired, I hope the Board will show leniency and understanding regarding the challenges associated with construction delays, especially over the recent years impacted by COVID.

I admire the significant improvements made to this property which was quite dated and poorly maintained. The resulting efforts, which remain in progress, are transforming it into a very attractive property on Randolph Ave., the main entrance road to the historic district. The previously-approved fence matches the look of surrounding property's fencing, and it complements the rest of the project.

I hope this Extension Request will be approved. This letter can be read into the public record. Thank you for your kind consideration and understanding in this matter.

Sincerely,

Ann Hayward Walker

Barbara Brown, 226 Randolph Avenue

RE: COA Extension at 114 Pine Street, Cape Charles, VA 23310

Dear Ms. Katie Nunez and Board Members,

Thank you for this opportunity to comment on the above extension request for the original Certificate of Appropriateness for their fence. As a resident of Cape Charles neighbor, we are strongly in favor of the extension request being approved, as submitted.

We have admired the significant improvements made to this property. Their resulting efforts transformed an eye-sore into what is now a very attractive property. Their fence not only matches all surrounding property's fencing, but it complements the rest of the project. While we understand the original Certificate of Appropriateness expired. We hope the Board will show leniency and understanding to the many difficulties and delays which often occur with construction deadlines.

Please give this Extension Request your approval. We ask that this letter be read into the public record. Thank you, for your consideration in this matter.

Sincerely,



William Pavlak and Joanne Montgomery, 503 Jefferson Avenue
RE: COA Extension at 114 Pine Street, Cape Charles, VA 23310

Dear Ms. Katie Nunez and Board Members,

We would like to take this opportunity to comment on the above extension request to the original Certificate of Appropriateness for the fence at 114 Pine Street to be constructed and finally finished. As a Cape Charles neighbor, we are strongly in favor of this extension request being approved, as submitted, as soon as possible.

Significant investment and efforts have resulted to transform this home and the fence is perfect for this property. We certainly hope they will be able to complete the installation of the remaining portions of the vinyl fence. The fence will not only match all the surrounding houses, but will also be the last final touch of a beautiful, new improved, home that did not exist prior to all the construction work Barrett has done on this house over the past years.

We understand the original Certificate of Appropriateness has expired. The Board will hopefully show leniency and understanding to the many difficulties and delays which often occur with construction deadlines. Please consider renewing the certificate to finish the vinyl fence in order for the property to finally be done, and the owners can enjoy their beautiful house with all their efforts.

Please give this Extension Request your approval to continue putting up the vinyl fence as originally agreed upon by the town. We ask that this letter be read into the public record. Thank you, for your consideration in this matter. Why prolong the completion of 114 Pine Street any longer??!!

Sincerely,


William Pavlak and Joanne Montgomery

11.15.23

John and Gudrun Cordle, 300 Mason Avenue Unit 2D
RE: COA Extension at 114 Pine Street, Cape Charles, VA 23310

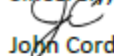
Dear Ms. Katie Nunez and Board Members,

Thank you for this opportunity to comment on the above extension request for the original Certificate of Appropriateness for their fence. As a Cape Charles neighbor, we are strongly in favor of this extension request being approved, as submitted. We love the character of the houses in this neighborhood and feel that this property adds to that feel.

We have admired the significant improvements made to this property. Their resulting efforts transformed an eye-sore into what is now a very attractive property. We made a special trip to check out the property—it looks great. The fence not only matches all surrounding property's fencing, but it complements the rest of the project. While we understand the original Certificate of Appropriateness expired. For the benefit of the community and the homeowner, we hope the Board will show leniency and understanding regarding the many difficulties and delays which often occur with construction deadlines in recent times.

Please give this Extension Request your approval. We ask that this letter be read into the public record. Thank you for your consideration in this matter.

Sincerely,


John Cordle

Andrea Roth and Rose Flaughner, 300 Mason Avenue Unit 3D
RE: COA Extension at 114 Pine Street, Cape Charles, VA 23310

Dear Ms. Katie Nunez and Board Members,

Thank you for this opportunity to comment on the above extension request to the original Certificate of Appropriateness for their fence. As a Cape Charles neighbor, we are strongly in favor of this extension request being approved, as submitted.

We have enjoyed watching the incredible improvements that have been made to this property. As a matter of fact, we were so moved by the many great strides made in revitalizing Cape Charles, that we decided to become owners in town too.

The property in question looks so much better and the item in question not only matches all surrounding property's fencing, but it complements the rest of the project too. It would be such a shame to make the process of improving this property (and potentially others) more difficult because of a timing issue. We understand the original Certificate of Appropriateness expired. We hope the Board will show leniency and understanding to the many difficulties and delays which often occur with construction deadlines.

Please give this Extension Request your approval. We ask that this letter be read into the public record. Thank you, for your consideration in this matter.

Sincerely,

Andrea Roth and Rose Flaughner

Eric Feuillatte, 201 Monroe Avenue
RE: COA Extension at 114 Pine Street, Cape Charles, VA 23310

Dear Ms. Katie Nunez and Board Members,

Please consider allowing this project and fence to continue to resume as originally was approved by this Board. The investment made in this property is an obvious improvement. Would not seem plausible to deny such a reasonable extension request simply because the original expired.

Given the fence matches all other surrounding properties type, was a Board approved fence time of purchase, has been paid for and has One-Third already installed we hope this Board will show an understanding given fact construction delays have not been uncommon particularly in the past three years.

Thank you for this opportunity to comment on this extension request for the original Certificate of Appropriateness.

Please allow this letter to be read into the public record and thank you for your consideration in this matter.

Sincerely,

Signed Copy by Mail

Jack Forgosh, 307 and 309 Randolph Avenue

RE: 114 Pine Street COA Extension Request

Dear CCHRB & Town Planner:

I first want to thank you for the service you provide to our Town and its residents. I cannot imagine what the Town of Cape Charles would now look like without the building codes and guidelines as set forth by our Town's governing bodies.

With that being said, I was disappointed to hear that Mr. Cree's Fencing COA of 7/2021, as I understand it, is now being rescinded by the Town. Anyone who walks the streets of Cape Charles knows that the fencing had been purchased and partially installed by Mr. Cree. Mr. Cree, in my opinion, has done an outstanding job at redesigning and renovating his home on Pine and Randolph. Given the small footprint of his lot, it would be illogical and highly impractical to install portions of his fence prior to completing the approved addition and front porch of his home.

Please extend the existing, approved COA for 114 Pine Street and allow Mr. Cree to finish his home without any additional and unnecessary material expenses. As you are aware it has become increasingly difficult, since COVID, to line up contractors and to actually get them to show up, on-site, as promised. The supply chain backlogs have been historic. It is wrong to punish a resident who is doing his part to renovate his home while improving the Town of Cape Charles for both residents and tourists.

Thank you

Jack Forgosh
307-309 Randolph Ave
Cape Charles, VA
610-246-8935

Sheila Shields, 209 Mason Avenue

RE: COA Extension at 114 Pine Street, Cape Charles, VA 23310

Dear Ms. Katie Nunez and Board Members,

Thank you for this opportunity to comment on the extension request for the original Certificate of Appropriateness for their existing fence at Pine Street. As a nearby neighbor, I am requesting consideration for the HRB to continue to allow the extension, as was submitted.

This property is located directly across from my property, and I have thoroughly enjoyed watching the continuous improvements and transformation that has made this a beautiful home in our community. The fence enhances the overall property and matches most other fences in the Historic District. It is my hope that the Board will approve this extension request that would, otherwise, cause needless financial hardship. The time, money, and effort have significantly improved this property.

Thank you for considering my request. I am currently traveling and cannot attend tomorrow's meeting. I ask that my letter please be read into the public record.

Sincerely,
Sheila Shields
540-908-7862
