



HISTORIC DISTRICT REVIEW BOARD

Special Meeting
Cape Charles Civic Center
January 16, 2024
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, Martin Mayer, and Michael Strub. Patricia James and Herb Thom were 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 four members of the public in attendance and fifteen viewers on Facebook Live.

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 comments to be heard.

CONSENT AGENDA:

Motion made by Chairwoman Glaser, seconded by Member Strub, to approve the agenda format as presented. The motion was approved by unanimous vote.

Motion made by Member Strub, seconded by Member Mayer, to approve the minutes as written from December 19, 2023 Historic District Review Board Regular Meeting. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There were no applications filed.

NEW BUSINESS:

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

There were no applications filed.

B. *Modification to Approved Certificate of Appropriateness:*

- 1. *623 Madison Avenue: Tyler and Corinne Maulsby represented by QS, LLC – to change: front and rear door style, lattice skirting from diagonal to square, front porch window and door trim style; and add one window on front of the single-family dwelling.***

Ms. Outten presented the staff report, and reminded the Board that this was a new home seeking to modify the previously approved application.

Motion made by Member Strub, seconded by Member Mayer, to approve the application for a Modification to an Approved and Active Certificate of Appropriateness at 623 Madison Avenue on an application filed by QS, LLC on behalf of Tyler and Corinne Maulsby to change the style of the following: (1) Doors: Front – fiberglass 4-lite/2-panel no transom and Rear – fiberglass 2-lite/2-panel no transom, (2) Skirting: square, (3) Trim: Ram's head; and to add a window to the front gable of the single-family dwelling unit per the Cape Charles Historic District Overlay Design Guidelines Section 5.13 – New Construction of Primary Buildings; as stated in the application dated 11/28/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

C. *Certificate of Appropriateness for Minor Renovations:*

There were no applications filed.

Staff would like to have a discussion with the HDRB regarding how to handle the review of whole house window replacement. Member Mayer suggested waiting until all board members were in attendance.

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

1. *542 Monroe Avenue: Kathleen McGuigan and Steve McGowan – to replace twenty-one existing 1/1 vinyl windows with new 1/1 Fibrex windows on the two-story single-family dwelling.*

Ms. Outten presented the staff report in detail.

Steve McGowan, the applicant, was available to answer any questions by phone.

The board discussion and questions were as follows: (i) Member Strub asked what fibrex was. Mr. McGowan answered 40% wood composite and added that it was better than the vinyl windows currently on the home. (2) Chairwoman Glaser asked if the third-floor arch windows would be replaced. Mr. McGowan said no unless that was what the board wanted. Ms. Outten reminded the board that an approved Certificate of Appropriateness was only valid for six months; adding that this was discussed with the applicant prior to the meeting. and (3) Member Mayer informed the applicant that Section 5.4.1 (2)(c) of the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) for the minimum standard for the windowsill must be followed.

Motion made by Member Mayer, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 542 Monroe Avenue on an application filed by Kathleen McGuigan and Steve McGowan to replace twenty-one existing vinyl 1/1 windows with new Fibrex 1/1 windows on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.5.1 – Openings and Associated Features – Windows, Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim, Section 5.5.1 – Windows, and Pages 7-4 to 7-7 – Alternative Materials; as stated in the application dated 11/14/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *224 Jefferson Avenue: Brian Pavlik – to replace twenty-three existing 1/1 vinyl windows with 1/1 vinyl windows on the two-story single-family dwelling.*

Ms. Outten read the staff report.

Brian Pavlik could not be reached for questions.

Chairwoman Glaser wanted to know which window was being utilized for replacement.

Member Mayer informed the applicant that Section 5.4.1 (2)(c) of the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) for the minimum standard for the windowsill must be followed.

Motion made by Member Mayer, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 224 Jefferson Avenue on an application filed by Brian Pavlik to replace twenty-three existing vinyl 1/1 double-hung windows with new vinyl 1/1 double-hung windows on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.5.1 – Openings and Associated Features – Windows, Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim, Section 5.5.1 – Windows, and Pages 7-4 to 7-7 – Alternative Materials; as stated in the application dated 11/21/2023; with the condition that the replacement windows meet all guidelines; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

3. *212 Madison Avenue: Ronald and Deborah Klar – to replace twenty-one existing 6/1 wood windows with either 6/1 vinyl or 6/1 Fibrex Clad windows on the two-story single-family dwelling.*

Ms. Outten read the staff report.

Ronald Klar, applicant, was available to answer questions.

The board discussion and questions were as follows: (i) Member Strub would like to know the mitigating circumstances for the board to consider replacing wood windows with vinyl windows instead of replacing wood windows with an in-kind replacement. Mr. Klar explained that about twenty-five years ago some of the windows were replaced with aluminum framed windows, and currently most of the windows do not open or close. Mr. Klar added that a contractor had not been found that indicated the windows could be repaired or replaced. The proposed project would duplicate the glazing and appearance of the existing windows without the storm windows along with making them functional and safe. Member Strub asked what material was being proposed; undecided. (ii) Chairwoman Glaser wanted the applicant to choose a material for the board to vote on or added that they could recommend the material in the motion. (iii) Chairwoman Glaser confirmed that the wood windows in the attic and third floor were not being replaced. (iv) Member Mayer requested for clarification on how to use the alternative materials section of the CCHDODG and vinyl should even be considered as a replacement material. Ms. Outten read CCHDODG Section 7.1 and 7.2 and explained that the Flowchart should be used to decide if an alternative material could be considered. (v) Member Mayer thought CCHDODG Section 5-1 would be more appropriate for the review of this application since not all windows were being replaced and whether the ones that were could be salvaged. He added that the replacement was matching the size and shape. The issue that needed to be resolved was whether the proposed material was acceptable under the guidelines. (vi) Mr. Klar referenced a recent application that allowed the replacement of seventeen wood windows to vinyl windows at 520 Monroe Avenue. (vii) Member Mayer did not think enough documentation had been provided to prove that the windows were unrepairable. After much discussion and review, the board decided to take what the applicant stated into consideration and pictures provided and concluded that wood composite would be an acceptable material for this application. (viii) Member Mayer informed the applicant that Section 5.4.1 (2)(c) of the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) for the minimum standard for the windowsill must be followed.

Motion made by Member Strub, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 212 Madison Avenue on an application filed by Ronald M. and Deborah G. Klar to replace twenty-one existing wood 6/1 double-hung windows with new wood composite material 6/1 double-hung windows on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.5.1 – Openings and Associated Features – Windows, Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim, Section 5.5.1 – Windows, and Pages 7-4 to 7-7 – Alternative Materials; as stated in the application dated 12/5/2023; and per all zoning ordinance requirements. The Cape Charles Historic District Overlay Design Guidelines Chapter 7 supports the Board’s review and decision of the material choices proposed in comparison to the existing condition of the wood window criteria for an alternative material consideration. The motion was approved by unanimous vote.

4. *646 Tazewell Avenue: Susan and Bob Eidam – to replace all existing wood windows with new wood windows, existing wood door with new wood door, and existing siding and trim as necessary on the two-story single-family dwelling.*
Ms. Outten presented the staff report.

Susan Eidam, applicant, was available to answer questions.

Motion made by Member Mayer, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 646 Tazewell Avenue on an application filed by Susan and Bob Eidam to replace all existing wood windows with new wood windows of the same configuration, to replace the existing wood door with a new wood door of a different design, and to replace or repair the existing siding and trim as necessary on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.4 – Woodwork – Exterior Wall, Decorative Trim, & Porches, Section 4.5 – Openings and Associated Features – Windows & Doors, Section 5.4.1 – Wood Siding & Trim, Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim, Section 5.5.1 – Windows, and Section 5.5.2 – Doors; as stated in the application dated 12/5/2023; and per all zoning ordinance requirements. The Cape Charles Historic District Overlay Design Guidelines Chapter 7 supports the Board’s review and decision of the material choices proposed in comparison to the existing condition of the wood window criteria for an alternative material consideration. The motion was approved by unanimous vote.

5. *609 Mason Avenue: Edward and Bonita DeAngelis represented by Angelo Collins, Jr. – to replace the existing front metal door with a fiberglass door, vinyl siding with Hardie Plank, and coil wrapped trim board with Hardie Board on the single-family dwelling.*
Ms. Outten read the staff report.

Angelo Collins, Jr., applicant representative, was available to answer questions by phone.

Chairwoman Glaser asked if there were different doors proposed. Mr. Collins had not decided on which style. Chairwoman Glaser informed him a decision would need to be made. Mr. Collins indicated the door with square half-lite and two panels was the choice.

Motion made by Chairwoman Glaser, seconded by Member Mayer, to approve the application for a Certificate of Appropriateness at 609 Mason Avenue on an application filed by Angelo Collins, Jr. on behalf of Edward and Bonita DeAngelis to replace the existing front metal door with new fiberglass half door light with decorative glass and two panels, to replace the existing vinyl siding with new Hardie siding, and to replace the existing coil wrapped trim with new Hardie trim on the single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.5 – Openings and Associated Features – Windows & Doors, Section 5.4.1 – Wood Siding & Trim, Section 5.5.2 – Doors, and Section 7.2 – Flowchart for Consideration of Historic Material Replacement; as stated in the application dated 11/20/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

6. *509 Randolph Avenue: Cape Charles Baptist Church, Trustees represented by Russell Goodrich – to replace second floor windows, front porch wood flooring and components with composite material, and wood trim on the two-story single-family dwelling unit.*
Ms. Outten read the staff report.

Pastor Russell Goodrich, applicant representative, was available to answer questions.

(BOARD DISCUSSION AND MOTION ON PAGE 5)

The board discussion and questions were as follows: (i) Member Strub asked if the second-floor windows and front porch balusters would be replaced with vinyl. Mr. Goodrich answered yes that an exact replica of the existing balustrade has been found in a composite material and the height of the rail was about three feet. Ms. Outten reminded the board that vinyl has been approved as an alternative material choice. Mr. Goodrich explained that the lower floor windows were previously replaced but the second story was not done so the house has a hodge-podge of window materials. (ii) Member Mayer felt this application was like one approved on January 3, 2024 as well as earlier this evening. Mr. Mayer confirmed that the porch roof would be a tongue and groove replacement. and (iii) Member Mayer informed the applicant that Section 5.4.1 (2)(c) of the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) for the minimum standard for the windowsill must be followed.

Motion made by Member Mayer, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 509 Randolph Avenue on an application filed by Russell Goodrich on behalf of Cape Charles Baptist Church, Trustees to Replace the following: (i) existing front tongue and groove wood porch flooring with new tongue and groove trex composite decking, (ii) existing front porch wood balustrades and wood columns with new composite balustrades and columns of the same design, (iii) existing wood ceiling with new tongue and groove vinyl ceiling, (iv) existing wood trim with vinyl trim where needed; (v) second floor 2/2 windows with new 2/2 vinyl windows, and (v) existing vinyl scalloped siding with new vinyl scalloped siding per Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.4 – Woodwork – Exterior Wall, Decorative Trim & Porches, Section 4.5 – Openings & Associated Features – Windows, Doors & Storefronts, Section 5.2 – Roofs, Section 5.3 – Masonry – Exterior Walls, Foundations, & Chimneys – Guidelines for Masonry, Section 5.4.1 – Wood Siding & Trim, Section 5.4.2 – Porches, Section 5.5.1 – Windows, Section 5.5.2 – Doors, and Section 7.2 – Flowchart for Consideration of Historic Material Replacement; as stated in the application dated 11/28/2023 and with the following conditions: (1) the new front porch flooring must be placed to match existing orientation per Cape Charles Historic District Overlay Design Guidelines Section 5.4.2 Steps and Flooring 2, and (2) the minimum standard for window sill and window casing or trim per Cape Charles Historic District Overlay Design Guidelines Section 5.4.(2)(c); and per all zoning ordinance requirements. The motion was approved by unanimous vote.

7. *Tax Map #83A1-1-26 Jefferson Avenue: Chris and Stephanie Finocchio represented by QS, LLC – to construct a new 1,071 square feet two-story single-family residence; patio; outdoor shower; and driveway.* Ms. Outten read the staff report.

Sean Ingram, the contractor, was available to answer questions.

Member Strub asked if the chimney was going to be vinyl material. Mr. Ingram said no, Hardie material and it would be used for the gas fireplace.

Motion made by Member Strub, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-1-26 on Jefferson Avenue on an application filed by QS, LLC on behalf of Chris and Stephanie Finocchio to construct a new 1,071 square feet two-story single-family dwelling with a 147 square feet front porch, a 16 square feet rear deck, an outdoor rear shower, a paver patio, and a crushed shell or gravel driveway per Cape Charles Historic District Overlay Design Guidelines Section 5.13 – New Construction of Primary Buildings, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), Section 9.3 – Decks, Ramps, & Patios, Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the application dated 10/30/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

8. *Map #83A1-1-62 Jefferson Avenue: Greg and Emily Oliff represented by QS, LLC – to construct a new 1,075 square feet two-story single-family residence; outdoor shower; and driveway.*
Ms. Outten read the staff report.

Sean Ingram, the contractor, was available to answer questions.

Motion made by Member Mayer, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-1-62 on Jefferson Avenue on an application filed by QS, LLC on behalf of Greg and Emily Oliff to construct a new 1,075 square feet two-story single-family dwelling with a 150 square feet front porch, a 250 square feet rear deck, an outdoor rear shower, and a stone or gravel driveway per Cape Charles Historic District Overlay Design Guidelines Section 5.13 – New Construction of Primary Buildings, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), Section 9.3 – Decks, Ramps, & Patios, Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the application dated 10/30/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

9. *Map #83A1-1-31 Jefferson Avenue: Patricia Arndt dba Wilmington Lots, LLC – to construct a new 820 square feet two-story single-family residence; walkway; patio; outdoor shower; driveway and a new 820 square feet two-story accessory structure with an outdoor shower.*

Ms. Outten gave the staff report and informed the board that there have been amendments made to the accessory structure application pertaining to the steps for the accessory dwelling unit. The staircase has been relocated to the outside of the structure. Ms. Nunez added that this would help with making the accessory structure look different from the house and bring it into compliance with the zoning requirements as the garage cannot be used for living space. An updated site plan has been provided to our office to reflect the staircase relocation and sidewalk.

Patricia Arndt, applicant, was available to answer questions.

The board discussion and questions were as follows: (i) Chairwoman Glaser asked for more details on the aluminum balusters. Ms. Arndt answered that it was wood with aluminum. After some discussion, the board was reminded that this application was for construction of a new home. and (ii) Member Mayer confirmed the siding would be LP Smart wood composite board and batten.

Motion made by Chairwoman Glaser, seconded by Member Mayer, to approve the application as amended for a Certificate of Appropriateness at Tax Map #83A1-1-31 on Jefferson Avenue on an application filed by Patricia Arndt dba Wilmington Lots LLC to construct a new 828 square feet two-story single-family dwelling with a 120 square feet front porch, a 256 square feet rear patio, an outdoor rear shower, and a shell driveway; to construct a new 404 square feet two-story accessory dwelling structure and an outdoor shower per Cape Charles Historic District Overlay Design Guidelines Section 5.13 – New Construction of Primary Buildings, Section 6.3 – New Accessory Structures/ADUs Associated with New Construction, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), Section 9.3 – Decks, Ramps, & Patios, Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the applications dated 11/14/2023 and as amended on 1/16/2024 with the staircase located on the outside of the accessory structure; 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: None (ii) Other: Tax Map #83A1-1-134 on Madison Avenue, 649 Randolph Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

ANNOUNCEMENTS:

There were no announcements.

Hearing no objection, Chairwoman Glaser adjourned the January 16, 2024 Historic District Review Board Regular Meeting at 6:36 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator