



HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
February 20, 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, Patricia James, Martin Mayer, Herb Thom, and Elizabeth Wright. 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 six 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:

Hearing no objections, Chairwoman Glaser approved the agenda format as presented.

Motion made by Chairwoman Glaser, seconded by Vice-Chairman Thom, to approve the minutes as written from January 3, 2024 Historic District Review Board Special Meeting and January 16, 2024 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:*

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. *514 Washington Avenue: Diane and Evan Laws – to remove the existing open front porch and rebuild a new 146.4 square feet covered front porch; to construct a 146.4 square feet rear addition; and replace: the existing 1/1 vinyl/aluminum windows with new 1/1 vinyl windows, and existing aluminum siding with new James Hardie siding on the single-family dwelling.*

Ms. Outten presented the staff report and informed the board that the roof pitch was 4/12 not 6/12.

Diane and Evan Laws, the applicants, were available to answer any questions. Also, available were contractors Joe Tykot and Wayne Reid.

The board discussion and questions were as follows: (i) Vice-Chairman Thom informed the applicants of the windowsill and trim standards and asked if they would comply. The window would have a 1-1/2" sill with 1/2" AZEK trim.

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at 514 Washington Avenue on an application filed by Diane and Evan Laws (1) to remove an existing uncovered 72 square feet front porch and rebuild a new 146.4 square feet covered front porch including new steps; (2) to replace the following: (i) ten existing vinyl/aluminum 1/1 windows with ten new 1/1 single-hung vinyl windows, existing front and back fiberglass half-moon glass pane/4 panel with new fiberglass doors as follows: front – 6/1 and back – 3/1, and (iii) existing aluminum siding with new James Hardie Plank; (3) remove the existing side door and steps and replace with a new 1/1 single-hung vinyl window; and (4) to construct a rear 146.4 square feet addition on the one-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 5.7 – Noncontributing Primary Building Treatment, Section 5.9 – Noncontributing – Exterior Wall Materials & Finishes, Section 5.10 – Noncontributing – Exterior Trim and Details, Section 5.11 – Noncontributing Windows and Associated Features, Section 5.12 – Noncontributing – Additions, and Section 7.4 – Alternative Materials: Noncontributing Considerations; as stated in the application dated 11/30/2023 with the amended roof pitch of 4/12; with the condition that the replacement windows follow Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *10 Tazewell Avenue: Stephen Niemerski and Elfriede Noonan represented by Coastal Craftsman Builders – to construct: (i) a 228 square feet rear addition, (ii) 192 square feet rear screened-in porch, (iii) 204 square feet rear/side deck, and (iv) 306 square feet side addition on the single-family dwelling; install custom wood doors on the accessory structure; and install fencing on the remainder of the property to match existing.*

Ms. Outten read the staff report and reiterated that the accessory structure labeled shed on the survey was not being reviewed tonight.

Steve Niemerski and Eva Noonan, the owners, were available to answer questions.

Discussion and questions were as follows: (i) Member Mayer asked for the total lot coverage including the new square footage. Ms. Outten answered 46.3% was the total lot coverage and 3,521 square feet and added that this was a double lot. (ii) Since there was confusion on the garage doors' Ms. Outten clarified that the garage did not currently have doors, and the proposed custom-made doors facing Harbor Avenue would not be operable. (iii) Ms. Noonan explained that the prior owners started work on the inside of the garage but only installed the insulation. The access door was on the rear of the building, and they were proposing a new custom door for that as well. (iv) Chairwoman Glaser asked if any of the original brick would be covered with Hardie siding, no. (v) After many questions about where the actual new windows versus the reused windows were going, Ms. Noonan stated that windows were only going to be replaced if necessary and would be replaced with like for like. She added that the window configuration of the old addition and new addition were different from the original windows on the main house. Ms. Noonan said the original windows on the main house would not be replaced. (vi) Member Mayer said the application package was difficult to follow because of the poor drawings. Also, it was unclear how the house would look with the proposed new additions as the drawings were unclear. (vii) Vice-Chairman Thom thought the addition should have 3/1 windows to match the original main house not 1/1. (viii) Member James asked where exactly the aluminum storm door was going. Ms. Noonan answered a wood storm door to match all the other doors was going on east side of the house. The inclusion of the aluminum storm door was a mistake and should be removed from the materials list. and (ix) Chairwoman Glaser asked if there was electric in the garage and if not, would it be underground. Ms. Noonan said when the electricity was installed it would be buried underground.

Motion made by Vice-Chairman Thom, seconded by Member Mayer, to approve the application for a Certificate of Appropriateness at 10 Tazewell Avenue on an application filed by Coastal Craftsman Builders on behalf of Stephen Niemerski and Elfriede Noonan (1) to remove an existing 84 square feet enclosed rear porch and construct a 228 square feet rear addition; (2) to construct the following: (i) a 192 square feet screened-in rear porch, (ii) a 204 square feet rear/side open deck, and (iii) a 306 square feet side addition on the one-story single-family dwelling; (3) to add custom doors to the front and back to the accessory structure; and (4) to install additional wood fencing of the same design on the rear of the property per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles - Craftsman, Section 5.6 – New Additions to Contributing Buildings, Section 6.1 (Pages 6-2 to 6-4) – Contributing Accessory Structures Associated with A Contributing Primary Building, and Section 9.2 – Fences & Freestanding Walls; as stated in the application dated 12/28/2023 with the material change that the storm door will not be aluminum; with the condition that the replacement windows meet all guidelines; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

E. *Commercial-3 District:*

There were no applications filed.

F. *Other:*

(1) 616 Strawberry Street: Jessica and Perry Coburn – to construct 256 square feet detached patio in the rear yard.

Ms. Outten presented the staff report noting that the rear patio was detached and would be 10 inches off the ground.

Jessica Coburn, the applicant, was available to answer questions by phone.

The board discussion and questions were as follows: (i) Member Mayer asked why the board was reviewing a rear patio as it was not a structure nor touching the house. Ms. Outten answered this was a corner lot and the detached structure could be seen from a public street. Ms. Nunez added that a patio was considered a structure. (ii) Vice-Chairman Thom confirmed that the size and height of the detached patio. He also wanted to make sure the patio remained detached from the home. Ms. Coburn has no intention of attaching the rear patio to the house. and (iii) Vice-Chairman Thom questioned the height and location of the fence. Ms. Nunez indicated that the fence was not part of tonight's application and had previously been approved by the board. Further questions needed to be asked after the meeting.

Motion made by Chairwoman Glaser, seconded by Member Mayer, to approve the application as amended for a Certificate of Appropriateness at 616 Strawberry Street on an application filed by Samuel and Jessica Coburn to continue construction on a 256 square feet rear detached patio per Cape Charles Historic District Overlay Design Guidelines Section 9.3 – Decks, Ramps, & Patios; as stated in the applications dated 1/30/2024; with the condition that the rear patio cannot be attached to the house at any time in the future; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. *Discussion on Whole House Window Replacement*

Ms. Outten explained that after last month's window applications, staff wanted to get the board's opinion on how to handle future like for like whole house window replacement applications.

After some discussion determining that more work may be needed during the window removal and replacement process, the HDRB would like to continue to review window replacement applications to ensure all project details were gone through.

B. Alternative Material Flowchart PowerPoint

Ms. Nunez gave an overview of issues that needed to be addressed when the guidelines were revised when dealing with alternative materials being considered for use in the district to not repeat the past, like appeals to the Town Council.

Ms. Outten read through the Alternative Materials packet that was provided in the agenda.

Chairwoman Glaser noted that there was a typo in the Cape Charles Historic District Overlay Design Guidelines Flowchart on page 7-5 as follows: *Is the new equivalent alternative material of lesser quality than the historic material? (YES – Alternative Material May be Appropriate / NO – Use Original Materials)*. The word lesser should be changed to equal or greater value. Ms. Nunez said the error has been noted and would be amended when time permits.

C. Report from Zoning Administrator Katie Nunez

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: None (ii) Other: 622 Jefferson Avenue, 303 Madison Avenue, 550 Madison Avenue, 2 Monroe Avenue, 516 Randolph Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Vice-Chairman Thom, seconded by Member James, to adjourn the February 20, 2024 Historic District Review Board Regular Meeting at 6:00 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator