



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
March 19, 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, Herb Thom, and Elizabeth Wright. 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 no 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:

Motion made by Vice-Chairman Thom, seconded by Member James, 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 from February 20, 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:*

- 1. *110 Tazewell Avenue: Blake and Sara Manners represented by Coastal Craftsman Builders – (i) Driveway: to extend the pavers to the rear of the house then continue with shells to the alley; and (ii) Front and Side Porch Steps: add wrought iron or aluminum balustrade.***

Ms. Outten read the staff report and reiterated that the front and side porch step modification was the agenda item being reviewed tonight.

Scott Simms, the applicant, explained that the AZEK brand has an aluminum product that looks like wrought iron. He would only be installing the railing on the sides of the steps not the middle as depicted in the provided picture.

Chairwoman Glaser did suggest that the design match the turned balustrades on the porch and as she thought it would look better than the proposed straight baluster.

MOTION ON PAGE 2

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Modification to an approved Certificate of Appropriateness at 110 Tazewell Avenue on an application filed by Coastal Craftsman Builders on behalf of Blake and Sara Manners to add aluminum balustrades with a classic handrail shape to the front and side porch steps of the two-story single-family dwelling, and to extend the pavers to the rear of the house and then continue with the shells to the alley for the driveway per Cape Charles Historic District Overlay Design Guidelines 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 5.3 – Masonry – Exterior Walls, Foundations, & Chimneys – Guidelines for Masonry, Section 5.4.2 – Porches, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving); as stated in the applications dated 1/22/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

C. *Certificate of Appropriateness for Minor Renovations:*

- 1. 612 Pine Street: Howard Helenbrook – to replace: (i) two 9/1 GBG front vinyl windows with two 9/1 GBG front vinyl windows, and (ii) an existing wooden rear fence with a wooden picket fence.**

Ms. Outten presented the staff report and informed the board their review was necessary as the proposed windows did not comply with the Cape Charles Historic District Overlay Design Guidelines Section 5.5.1. She added that the applicant was only replacing two windows.

Howard Helenbrook, the applicant, explained that the proposed windows with the grills between the glass would match the existing windows that had grills between the glass to maintain the look.

Vice-Chairman Thom did not want to approve this application and start a precedent. Staff explained that every application should be reviewed individually. Chairwoman Glaser added that this application was replacing only two windows and matching the existing windows would be better for the aesthetics of the home.

Motion made by Chairwoman Glaser, seconded by Member Wright, to approve the application for a Certificate of Appropriateness at 612 Pine Street on an application filed by Howard Helenbrook to replace two of the existing 9/1 vinyl windows with the grills (muntins) between the glass with two new 9/1 double-hung vinyl windows with the grills (muntins) between the glass and wood trim on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim, and Section 5.11 – Windows and Associated Features; as stated in the application dated 1/26/2024 as an exception to the guidelines to maintain the consistent look of the windows for the overall house; and per all zoning ordinance requirements. The motion was approved by majority vote with Vice-Chairman Thom opposing.

Mr. Helenbrook said the wood fence was replacing the existing wood fence that was falling down and rotted.

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at 612 Pine Street on an application filed by Howard Helenbrook to replace the existing rear wooden fence with a new rear wooden picket fence on the rear of the property per the Cape Charles Historic District Overlay Design Guidelines Section 9.2 – Fences & Freestanding Walls as stated in the application dated 1/26/2024; and per all zoning ordinance requirements.

2. *614 Pine Street: Howard Helenbrook – to replace six 9/1 GBG vinyl windows with six 9/1 GBG vinyl windows.*

Ms. Outten read the staff report and reiterated that this was not for a full house window replacement.

Howard Helenbrook, the applicant, explained that the proposed windows with the grills between the glass would match the existing windows that had grills between the glass to maintain the look. He added that some of the windows were damaged by the storms and others were popping out or fogged.

Motion made by Chairwoman Glaser, seconded by Member Wright, to approve the application for a Certificate of Appropriateness at 614 Pine Street on an application filed by Howard Helenbrook to replace six of the existing 9/1 vinyl windows with the grills (muntins) between the glass with six new 9/1 double-hung vinyl windows with the grills (muntins) between the glass and wood trim on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim, and Section 5.11 – Windows and Associated Features; as stated in the application dated 1/26/2024 as an exception to the guidelines to maintain the consistent look of the windows for the overall house; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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

1. *535 Jefferson Avenue: Barnett and Vanessa Thourogood – to construct a 130.4 square feet rear deck with steps on the single-family dwelling, a 144 square feet rear paver patio covered with a pergola and to install a 24 square feet rear outdoor shower on the deck.*

Ms. Outten read the staff report including the materials with the exception of the outdoor shower, which was not stated on the application.

Barnett Thourogood, the applicant, responded to questions from the board as follows: the shower would be located on the deck, the existing rear shed would be staying, and the wood pergola would be eight feet tall. Mr. Thourogood added that the pergola came as a kit.

Motion made by Chairwoman Glaser, seconded by Member James, to approve the application for a Certificate of Appropriateness at 535 Jefferson Avenue on an application filed by Barnett and Vanessa Thourogood to construct a 130.4 square feet rear deck with steps on the single-family dwelling, to install a 144 square feet rear paver patio covered with a wood pergola, and a rear 24 square feet rear outdoor shower on the deck per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles – Folk Victorian, Section 9.2 – Decks, Ramps, & Patios, Section 9.4 – Appurtenances, and Appendices A (Page XII) - Pergola; as stated in the application dated 1/17/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *122 Peach Street: Peachy Keen Getaway, LLC represented by Peacock Cottage LLC – (i) to remove the front porch brick steps and replace with wood treads and PVC risers, (ii) to replace the front step balustrades with wood custom designed to be historically correct to the home, (iii) to remove an existing 168.6 square feet one-story portion on the right south side of the two-story single-family dwelling and construct a 156 square feet two-story addition with a 21.7 square feet porch.*

Ms. Outten presented the staff report.

Claudine Pierce dba Peacock Cottage LLC, the applicant, said the front brick steps were not original to the home and the balustrades were going to be custom made to be historically accurate. Ms. Pierce said that the new windows that were being used for the new addition would have windowsills that matched the rest of the house and added that the addition could not be seen from the street.

MOTION ON PAGE 4

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at 122 Peach Street on an application filed by Peacock Cottage LLC on behalf of Peachy Keen Getaway, LLC (1) to remove the front brick steps and replace with wood treads and PVC risers; (2) to replace the existing front step balustrades with wood custom designed to be historically accurate; (3) to remove an existing 168.6 square feet one-story side addition and construct a new two-story 156.6 square feet side addition with a one-story 26.81 side porch 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 – Folk Victorian, Section 5.3 – Masonry – Exterior Walls, Foundations, & Chimneys, Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim, Section 5.4.2 – Porches, Section 5.6 – New Additions to Contributing Buildings; as stated in the application dated 2/6/2024; 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: 223 Monroe Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

Chairwoman Glaser asked the status on 1 Fig Street a.k.a. The Kellogg building. Ms. Nunez answered that the open building permit expires on April 24, 2024, and the board would be given further updates when available.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Vice-Chairman Thom, seconded by Member James, to adjourn the March 19, 2024 Historic District Review Board Regular Meeting at 5:44 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator