



HISTORIC DISTRICT REVIEW BOARD

**Special Meeting
Cape Charles Civic Center
April 10, 2024
10:00 a.m.**

At approximately 10:00 a.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, Herb Thom, and Elizabeth Wright. Patricia James was not in attendance. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, and the applicant. There were no members of the public in attendance.

PUBLIC COMMENT:

There were no comments to be heard.

CONSENT AGENDA:

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

NEW BUSINESS:

- A. *645 Mason Avenue: Mason Avenue Development LLC – to construct a new one-story commercial building with two drive through lanes and a parking lot.*

Ms. Outten read the staff report.

Dwight Miller, representative for the applicant, was available to answer questions.

The board discussion and questions were as follows: (i) Chairwoman Glaser confirmed that the front entrance would not be facing Mason Avenue. Mr. Miller said that was correct but, the south side facing the street had curb appeal not just a plain brick wall. (ii) There were various questions about the material proposed for the parking lot and Ms. Nunez stated that all proposed materials had already been approved by numerous state agencies. Chairwoman Glaser and Member Wright would like aggregated concrete to be used as that was more appealing than asphalt and also thought better for drainage. and (iii) Vice-Chairman Thom asked if there was a timeline on when the project would start. Mr. Miller answered hopefully May and be done by December.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 645 Mason Avenue on an application filed by Mason Avenue Development LLC to construct a new 2,008 square feet one-story commercial building with a canopy over the front entrance, two asphalt drive-through lanes covered with a canopy, and an asphalt parking lot per Cape Charles Historic District Overlay Design Guidelines 5.13 – New Construction of Primary Buildings, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), and Section 9.5 - Landscaping; as stated in the applications dated 3/20/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

B. *Tax Map #83A3-4-X on Mason Avenue: Town of Cape Charles – to install removable umbrellas and picnic tables around Strawberry Street Plaza*

Ms. Nunez explained the placement of the proposed umbrellas and the picnic tables and added that the number of each was contingent on Cape Charles Main Street being approved for grant funding.

The board discussion and questions were as follows: (i) Chairwoman Glaser asked if the umbrellas would be maintained, especially during high winds. Ms. Nunez answered that the Town of Cape Charles Public Works Department would be responsible for the umbrellas. (ii) Vice-Chairman Thom was concerned about the noise as was Member Mayer. Since this area was within town limits all ordinances applied. and (iii) After a brief discussion, the HDRB thought the umbrellas and picnic tables would be a nice addition to the space.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at Tax Map #83A3-4-X on Mason Avenue on an application filed by Town of Cape Charles to install removable 100 square feet or 128 square feet Square Cantilever Umbrellas and unaffixed 46” Hex Recycled Plastic Picnic Tables per Cape Charles Historic District Overlay Design Guidelines; as stated in the applications dated 3/28/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

Motion made by Member Mayer, seconded by Vice-Chairman Thom, to adjourn the April 10, 2024 Historic District Review Board Special Meeting at 10:32 a.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator